



COUNTY OF LOS ANGELES
DEPARTMENT OF PUBLIC WORKS

"To Enrich Lives Through Effective and Caring Service"

900 SOUTH FREMONT AVENUE
ALHAMBRA, CALIFORNIA 91803-1331
Telephone: (626) 458-5100
<http://dpw.lacounty.gov>

GAIL FARBER, Director

ADDRESS ALL CORRESPONDENCE TO:
P.O. BOX 1460
ALHAMBRA, CALIFORNIA 91802-1460

April 16, 2013

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

21 April 16, 2013

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

**AWARD OF CONTRACT FOR THE MAINTENANCE PROGRAM FOR
NONADVERTISING BUS STOP AMENITIES – NORTH COUNTY
(SUPERVISORIAL DISTRICT 5)
(3 VOTES)**

SUBJECT

This action is to award a contract for the maintenance program for nonadvertising bus stop amenities in the North County area.

IT IS RECOMMENDED THAT THE BOARD:

1. Find that the contract work is categorically exempt from the provisions of the California Environmental Quality Act.
2. Find that these services can be more economically performed by an independent contractor than by County employees.
3. Award the contract for Maintenance Program for Nonadvertising Bus Stop Amenities - North County in the annual sum of \$230,629 to ShelterClean Services, Inc., and direct the Chairman to execute the contract. This contract will be for a period of one year commencing upon the Board's approval with four 1-year renewal options and a month-to-month extension up to six months for a maximum potential contract term of 66 months and a potential maximum contract sum of \$1,268,460.
4. Authorize the Director of Public Works or her designee to annually increase the contract amount up to an additional 10 percent of the annual contract sum for unforeseen, additional work within the scope of the contract, if required.

5. Authorize the Director of Public Works or her designee to renew the contract for each additional renewal option and extension periods if, in the opinion of the Director of Public Works or her designee, ShelterClean Services, Inc., has successfully performed during the previous contract period and the services are still required; to approve and execute amendments to incorporate necessary changes within the scope of work; and to suspend work if, in the opinion of the Director of Public Works or her designee, it is in the best interest of the County of Los Angeles to do so.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of the recommended action is to provide a maintenance program for nonadvertising bus stop amenities within the North County area. The work to be performed will consist of routine cleaning and emptying of trash receptacles, emergency cleaning, repair and maintenance of bus stop shelters and appurtenances, bus benches, trash receptacles, solar light poles, and concrete foundations located at designated transit stops. The Department of Public Works (Public Works) has contracted for these services since 2003.

Implementation of Strategic Plan Goals

The Countywide Strategic Plan directs the provisions of Operational Effectiveness (Goal 1), Fiscal Sustainability (Goal 2), and Integrated Services Delivery (Goal 3). The contractor who has the specialized expertise to provide these services accurately, efficiently, timely, and in a responsive and cost-effective manner will support Public Works in meeting these goals.

FISCAL IMPACT/FINANCING

There will be no impact to the County General Fund.

The annual contract sum is \$230,629 plus 10 percent of the annual contract sum for unforeseen, additional work within the scope of the contract. This amount is based on Public Works' estimated annual requirements for the service at the unit rates quoted by the contractor.

Public Works successfully negotiated with the contractor to reduce their annual contract amount from \$245,654 to \$230,629 for an estimated annual savings of \$15,025 without adding extension years or reducing service.

Funding for these services is available in the Fifth Supervisorial District's Proposition A Local Return Transit Programs, included in the Fiscal Year 2012-13 Transit Enterprise Fund Budget. Funds to finance the contract's option years and 10 percent additional funding for contingencies will be requested through the annual budget process.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The recommended contractor is ShelterClean Services, Inc., located in Sun Valley, California. This contract will commence upon the Board's approval for a period of one year. With the Board's delegated authority, the Director of Public Works or her designee may renew the contract for four 1-year renewal options and a month-to-month extension up to six months for a maximum potential total contract term of 66 months.

The contract has been executed by ShelterClean Services, Inc., and approved as to form by County

Counsel (Enclosure A). The recommended contract was solicited on an open-competitive basis and is in accordance with applicable Federal, State, and County requirements. The contractor is in compliance with requirements of the Chief Executive Officer and the Board.

The award of the contract will not result in unauthorized disclosure of confidential information and will be in full compliance with Federal, State, and County regulations. The contract contains terms and conditions supporting the Board's ordinances, policies, and programs, including but not limited to: the County's Greater Avenues for Independence and General Relief Opportunities for Work Programs (GAIN and GROW), Board Policy No. 5.050; Contract Language to Assist in Placement of Displaced County Workers, Board Policy No. 5.110; Reporting of Improper Solicitations, Board Policy No. 5.060; Notice to Contract Employees of Newborn Abandonment Law (Safely Surrendered Baby Law), Board Policy No. 5.135; Contractor Employee Jury Service Program, Los Angeles County Code, Chapter 2.203; Notice to Employees Regarding the Federal Earned Income Credit (Federal Income Tax Law, Internal Revenue Service Notice 1015); Contractor Responsibility and Debarment, Los Angeles County Code, Chapter 2.202; the Los Angeles County's Child Support Compliance Program, Los Angeles County Code, Chapter 2.200; and Defaulted Property Tax Reduction Program Ordinance, Los Angeles County Code, Chapter 2.206; and the standard Board-directed clauses that provide for contract termination or renegotiation.

Data regarding the proposers' minority participation is on file with Public Works. The contractor was selected upon final analysis and consideration without regard to race, creed, gender, or color.

Proof of the required Comprehensive General and Automobile Liability insurance policies, naming the County as additional insured, and evidence of Workers' Compensation insurance will be obtained from the contractor before any work is assigned.

Pursuant to the applicable memorandum of understanding, the Request for Proposals (RFP) for these contracted services was submitted on October 22, 2012, to the appropriate union for review. The union has not asked to meet with Public Works regarding this solicitation.

This work is being contracted in accordance with procedures authorized under County Charter, Section 44.7, Part 3, and Chapter 2.121 (Contracting with Private Business) of the Los Angeles County Code. The mandatory requirements for contracting set forth in the Los Angeles County Code, Section 2.121.380, have been met.

The contractor has agreed to pay its full-time employees the current Living Wage Rate approved by the Board on February 6, 2007, and to comply with the County's Living Wage reporting requirements. The County's Proposition A and Living Wage Ordinance (LWO) provisions apply to this proposed contract, as County employees can perform these contracted services. The contract complies with all of the requirements of the Los Angeles County Code, Section 2.201. The contractor will pay its full-time employees the required minimum rates of \$11.84 per hour without health benefits, or \$9.64 per hour with health benefits of \$2.20 per hour, as specified in the LWO adopted by the Board and will comply with the County's Living Wage reporting requirements.

Using methodology approved by the Auditor-Controller, the Proposition A cost analysis indicates that the recommended contracted services can be performed more economically by the private sector.

This Proposition A contract does not allow cost-of-living adjustments for any option years.

ENVIRONMENTAL DOCUMENTATION

These services are categorically exempt from the provisions of the California Environmental Quality Act (CEQA). These services are within a class of projects that has been determined not to have a significant effect on the environment in that they meet the criteria set forth in Section 15301 of CEQA.

CONTRACTING PROCESS

On October 23, 2012, Public Works solicited proposals from 37 independent contractors and community business enterprises to accomplish this work. Also, a notice of the RFP was placed on the County's "Doing Business With Us" website (Enclosure B), and an advertisement was placed in the Los Angeles Times.

On November 26, 2012, two proposals were received. The proposals were first reviewed to ensure they met the minimum requirements in the RFP. All proposals having met these requirements were then evaluated by an evaluation committee consisting of Public Works staff. The committee's evaluation was based on criteria described in the RFP, which included the price, experience, work plan, equipment, financial resources, references, and demonstrated control over labor/payroll record keeping using the informed averaging methodology, for applicable criteria. Based on this evaluation, it is recommended that this contract be awarded to the highest-rated, apparent responsive, and responsible proposer, ShelterClean Services, Inc.

Public Works has accessed available resources to review and assess the proposed contractor's past performance, history of Labor Law violations, and prior performance on County contracts.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The award of this contract will not result in the displacement of any County employees as these services are presently contracted with the private sector.

CONCLUSION

Enclosed are three copies of the contract. Upon approval, please return one adopted copy of this letter along with the Contractor Execute and Department Conform copies to the Department of Public Works, Administrative Services Division. The Board Execute copy should be retained for your files.

The Honorable Board of Supervisors

4/16/2013

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Respectfully submitted,

A handwritten signature in black ink that reads "Gail Farber". The signature is written in a cursive, flowing style.

GAIL FARBER

Director

GF:GZ:cg

Enclosures

c: Chief Executive Office (Rita Robinson)
County Counsel
Executive Office
Internal Services Department, Contracts Division
(w/o enc.)

Agreement



77933

BY AND BETWEEN

THE COUNTY OF LOS ANGELES,
DEPARTMENT OF PUBLIC WORKS

AND

SHELTERCLEAN SERVICES, INC.

FOR

MAINTENANCE PROGRAM FOR NONADVERTISING BUS STOP
AMENITIES – NORTH COUNTY

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AGREEMENT FOR
MAINTENANCE PROGRAM FOR NONADVERTISING BUS STOP
AMENITIES – NORTH COUNTY SERVICES

THIS AGREEMENT, made and entered into this 16th day of April, 2013, by and between the COUNTY OF LOS ANGELES, a subdivision of the State of California, a body corporate and politic (hereinafter referred to as COUNTY) and SHELTERCLEAN SERVICES, INC., a California Corporation (hereinafter referred to as CONTRACTOR).

WITNESSETH

FIRST: The CONTRACTOR, for the consideration hereinafter set forth and the acceptance by the Board of Supervisors of said COUNTY of the CONTRACTOR'S Proposal filed with the COUNTY on November 26, 2012, hereby agrees to provide services as described in this Contract for Maintenance Program for Nonadvertising Bus Stop Amenities – North County.

SECOND: This AGREEMENT, together with Exhibit A, Scope of Work; Exhibit B, Service Contract General Requirements; Exhibit C, Internal Revenue Service Notice 1015; Exhibit D, Safely Surrendered Baby Law Posters; Exhibit E, Defaulted Property Tax Reduction Program; Exhibit F, Bus Stop Shelter Specifications; Exhibit G, Bus Stop Shelter Diagrams; Exhibit H, Proposed Cost for Bus Stop Amenities; Exhibit I, Application for Waste Collector Permit; Exhibit J, Bus Stop Inspections Checklist; Exhibit K, Bus Stop Shelter Location; the CONTRACTOR'S Proposal, all attached hereto; the Request for Proposals; and Addenda to the Request for Proposals, all of which are incorporated herein by reference, are agreed by the COUNTY and the CONTRACTOR to constitute the Contract.

THIRD: The COUNTY agrees, in consideration of satisfactory performance of the foregoing services in strict accordance with the Contract specifications to the satisfaction of the Director of Public Works, to pay the CONTRACTOR pursuant to the Schedule of Prices set forth in the Proposal and attached hereto as Form PW-2, an amount not to exceed \$230,629 per year or such greater amount as the Board may approve (Maximum Contract Sum).

FOURTH: This Contract's initial term shall be for a period of one year commencing upon Board approval. The County shall have the sole option to extend this Contract term for up to four additional one-year periods and six month-to-month extensions, for a maximum total Contract term of five years and six months. Each such option and extension shall be exercised at the sole discretion of the COUNTY. The COUNTY, acting through the Director, may give a written notice of intent to extend this Contract at least ten days prior to the end of each term. At the sole discretion of the COUNTY, in lieu of extending the Contract for the full one year, this Contract may be extended on a month-to-month basis, upon written notice to the CONTRACTOR at least ten days prior to the end of a term. The Director will provide a written notice of nonrenewal at least ten days before the last day of any term, in which case this Contract shall expire as of midnight on the last day of that term. Where all option years have been exercised, the Director will not provide a written notice of nonrenewal.

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FIFTH: The CONTRACTOR shall bill monthly in arrears, for the work performed during the preceding month. Work performed shall be billed at the unit prices quoted in Form PW-2, Schedule of Prices.

SIXTH: Public Works will make payment to the CONTRACTOR within 30 days of receipt and approval of a properly completed and undisputed invoice. However, should the CONTRACTOR be certified by the COUNTY as a Local Small Business Enterprise, payment will be made in accordance with Board of Supervisors Policy No. 3.035, Small Business Liaison and Prompt Payment Program. Each invoice shall be in triplicate (original and two copies) and shall itemize the work completed. The invoices shall be submitted to:

County of Los Angeles Department of Public Works
Attention Fiscal Division, Accounts Payable
P.O. Box 7508
Alhambra, CA 91802-7508

SEVENTH: In no event shall the aggregate total amount of compensation paid to the CONTRACTOR exceed the amount of compensation authorized by the Board. Such aggregate total amount is the Maximum Contract Sum.

EIGHTH: The CONTRACTOR understands and agrees that only the designated Public Works Contract Manager is authorized to request or order work under this Contract. The CONTRACTOR acknowledges that the designated Contract Manager is not authorized to request or order any work that would result in the CONTRACTOR earning an aggregate compensation in excess of this Contract's Maximum Contract Sum.

NINTH: The CONTRACTOR shall not perform or accept work requests from the Contract Manager or any other person that will cause the Maximum Contract Sum of this Contract to be exceeded. The CONTRACTOR shall monitor the balance of this Contract's Maximum Contract Sum. When the total of the CONTRACTOR'S paid invoices, invoices pending payment, invoices yet to be submitted, and ordered services reaches 75 percent of the Maximum Contract Sum, the CONTRACTOR shall immediately notify the Contract Manager in writing. The CONTRACTOR shall send written notification to the Contract Manager when this Contract is within six months from expiration of the term as provided for hereinabove.

TENTH: No cost-of-living adjustments shall be granted for the optional renewal periods.

ELEVENTH: In the event that terms and conditions, which may be listed in the CONTRACTOR'S Proposal, conflict with the COUNTY'S specifications, requirements, and terms and conditions as reflected in this AGREEMENT including, but not limited to, Exhibits A through L, inclusive, the COUNTY'S provisions shall control and be binding.

TWELFTH: The CONTRACTOR agrees in strict accordance with the Contract specifications and conditions to meet the COUNTY'S requirements.

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IN WITNESS WHEREOF, the COUNTY has, by order of its Board of Supervisors, caused these presents to be subscribed by the Chairman of said Board and the seal of said Board to be affixed and attested by the Clerk thereof, and the CONTRACTOR has subscribed its name by and through its duly authorized officers, as of the day, month, and year first written above.



ATTEST:

SACHI A. HAMAI
Executive Officer of the
Board of Supervisors of
the County of Los Angeles

By *[Signature]*
Deputy

APPROVED AS TO FORM:

JOHN F. KRATTLI
County Counsel

By *[Signature]*
Deputy

ADOPTED
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

21 APR 16 2013

[Signature]
SACHI A. HAMAI
EXECUTIVE OFFICER

COUNTY OF LOS ANGELES

By *[Signature]*
Chairman, Board of Supervisors

I hereby certify that pursuant to
Section 25103 of the Government Code,
delivery of this document has been made

SACHI A. HAMAI
Executive Officer
Clerk of the Board of Supervisors

By *[Signature]*
Deputy

SHELTERCLEAN SERVICES, INC.

By *[Signature]*
Its President

[Signature]
Type or Print Name

By *[Signature]*
Its Secretary

[Signature]
Type or Print Name

77933

CALIFORNIA ALL-PURPOSE CERTIFICATE OF ACKNOWLEDGMENT

State of California NEW YORK

County of NESSAU

On 3/14/13 before me, DENISE MCGOEY
(Here insert name and title of the officer)

personally appeared PERRY FINE AND STEVE LOBASSO

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of ^{NY} California that the foregoing paragraph is true and correct.

DENISE MCGOEY
Notary Public, State of New York
No. 01MC6177713
Qualified in Nassau County
Commission Expires 11/19/20 15

WITNESS my hand and official seal.

[Signature]
Signature of Notary Public

(Notary Seal)

ADDITIONAL OPTIONAL INFORMATION

INSTRUCTIONS FOR COMPLETING THIS FORM

Any acknowledgment completed in California must contain verbiage exactly as appears above in the notary section or a separate acknowledgment form must be properly completed and attached to that document. The only exception is if a document is to be recorded outside of California. In such instances, any alternative acknowledgment verbiage as may be printed on such a document so long as the verbiage does not require the notary to do something that is illegal for a notary in California (i.e. certifying the authorized capacity of the signer). Please check the document carefully for proper notarial wording and attach this form if required.

- State and County information must be the State and County where the document signer(s) personally appeared before the notary public for acknowledgment.
- Date of notarization must be the date that the signer(s) personally appeared which must also be the same date the acknowledgment is completed.
- The notary public must print his or her name as it appears within his or her commission followed by a comma and then your title (notary public).
- Print the name(s) of document signer(s) who personally appear at the time of notarization.
- Indicate the correct singular or plural forms by crossing off incorrect forms (i.e. ~~he/she/they~~, is /are) or circling the correct forms. Failure to correctly indicate this information may lead to rejection of document recording.
- The notary seal impression must be clear and photographically reproducible. Impression must not cover text or lines. If seal impression smudges, re-seal if a sufficient area permits, otherwise complete a different acknowledgment form.
- Signature of the notary public must match the signature on file with the office of the county clerk.
 - ❖ Additional information is not required but could help to ensure this acknowledgment is not misused or attached to a different document.
 - ❖ Indicate title or type of attached document, number of pages and date.
 - ❖ Indicate the capacity claimed by the signer. If the claimed capacity is a corporate officer, indicate the title (i.e. CEO, CFO, Secretary).
- Securely attach this document to the signed document

DESCRIPTION OF THE ATTACHED DOCUMENT

(Title or description of attached document)

(Title or description of attached document continued)

Number of Pages _____ Document Date _____

(Additional information)

CAPACITY CLAIMED BY THE SIGNER

- Individual (s)
 Corporate Officer

(Title)

- Partner(s)
 Attorney-in-Fact
 Trustee(s)
 Other _____

SCOPE OF WORK

MAINTENANCE PROGRAM FOR NONADVERTISING BUS STOP
AMENITIES – NORTH COUNTYA. Public Works Contract Manager

Public Works Contract Manager will be Mr. William Yan of Programs Development Division, who may be contacted at (626) 458-3961, e-mail address: wyan@dpw.lacounty.gov, Monday through Thursday, 7:30 a.m. to 5:45 p.m. The Contract Manager is the only person authorized by Public Works to request work of the Contractor; however, the Contract Manager may delegate this task to staff and will notify the Contractor when doing so. From time to time, Public Works may change the Contract Manager. The Contractor will be notified in writing when there is a change in Contract Manager. In the event of an emergency after normal business hours, staff can be reached at (888) 524-6287.

B. Work Location

Services shall be performed at designated bus stop shelters and transit stops in the unincorporated areas of the County as specified in Exhibit K ("Designated Transit Stops").

C. Work Description

The work to be completed shall include the furnishing of all labor, supervision, materials and equipment necessary for the routine and emergency cleaning, repair and maintenance of bus stop shelters and appurtenances, bus benches, trash receptacles, solar light poles, other bus stop amenities, and concrete foundations, hereinafter referred as "Bus Stop Amenities", located at Designated Transit Stops. The work also includes the collection, transportation, and disposal of waste from trash receptacles located at Designated Transit Stops. All work must comply with the Specifications included in Exhibit F and Drawings in Exhibit G.

The County reserves the right to determine if any work is or will be needed and/or requested under this Contract, at the County's sole and absolute discretion. The Contractor waives all claims against the County for any and all damages resulting from the County's failure to use the Contractor's services, including, but not limited to, lost profit.

The County reserves the right to add or delete locations and/or amenities and/or to change the frequency of the maintenance at any of the Designated Transit Stops at anytime during the life of this Contract at the sole discretion of the County.

D. Hours and Days of Service

1. Maintenance of Bus Shelters and Amenities

No maintenance work shall be done within the peak traffic hours, from 6 a.m. to 9 a.m., and 4 p.m. to 7 p.m., Monday through Friday, except holidays. All construction, installation, repair, relocation, or removal work shall not be performed during the peak traffic hours unless the work is of an emergency nature or otherwise approved by the Contract Manager.

2. Collection, Transportation, and Disposal of Waste from Designated Transit Stops

No routine manual waste collection services at designated transit stops shall be done within the peak traffic hours, from 6 a.m. to 9 a.m., and 4 p.m. to 7 p.m., Monday through Friday, except holidays. Emergency manual waste collection or bus stop cleaning services to mitigate public safety or health issues may be allowed by the Contract Manager at any time and day.

E. Equipment

1. Service and Support Vehicles

The Contractor shall provide any and all service and support vehicles necessary for adequate operation, maintenance, and supervisory support. These vehicles shall be in good operating condition and appearance and conform to all requirements of this Exhibit. The contractor's name and logo shall be imprinted on both left and right sides of the vehicles.

2. Pressure Wash Vehicles

The Contractor shall provide any and all vehicles to perform pressure wash operations. The Contractor shall adhere to the latest adopted NPDES requirements and implement BMPs when performing pressure wash operations. Water and residuals from pressure washing sidewalks or bus stop amenities shall not be allowed to enter the storm drain.

3. Maintenance and Waste Collection Vehicles

Contractor shall:

- a. Provide at least two vehicles (chassis and bodies) for providing manual waste collection services at all Designated Transit Stops.

- b. Provide and have available at all time vehicles that are leak proof for use in the manual collection and transportation of waste. Each vehicle shall be equipped with metal bodies and covers.
- c. Comply with all applicable County ordinances, State Vehicle Codes, and all conditions and limitations in any permits or licenses under which Contractor operates, including, but not limited to, a California Class A or B or C61 (D34) contractor's license and a valid Waste Collector Permit issued by the County Department of Health Services.
- d. Be responsible for maintaining established inspection and maintenance procedures to ensure that all manual collection vehicles are safe to operate within the areas at all times in accordance with the requirements promulgated by the County of Los Angeles Department of Health Services, the California Highway Patrol, the South Coast Air Quality Management District (SCAQMD), the vehicle manufacturer, and all other applicable Federal, State, County, and local laws and regulations.
- e. Use vehicles to collect, transport, and manage/dispose of waste that are constructed such that liquids and waste do not blow, fall, sift, or leak out of the truck and onto the street.
- f. Use vehicles to collect, transport, and manage/dispose of waste that are equipped with an adequate shovel and broom.
- g. Use vehicles to collect, transport, and manage/dispose of waste that are at all times, kept clean, in good mechanical condition, and well painted, all to the satisfaction of the Contract Manager. All such vehicles shall be painted the same color or colors.
- h. Possess at least two manual collection vehicles for collecting waste in the unincorporated areas, plus a spare vehicle to maintain the collection schedule at all times. Spare vehicles may be the Lead Person, or Field Supervisor's vehicle and shall be fully fueled and ready to dispatch and replace any vehicle, which breaks down on route within reasonable time of such breakdown. All manual collection vehicles shall be equipped with adequate radio/communication equipment for office-to-field communication.
- i. Comply with all the provisions issued by the SCAQMD for all new or replacement of automated and/or manual collection vehicles for work performed under this Contract.

- j. Maintain records of inspections and maintenance of all mechanical equipment used in providing the required services under this Contract, including records of preventive maintenance and repairs performed. Items to be inspected shall include, among others, those required in the inspections conducted by the County of Los Angeles Department of Health Services, the California Highway Patrol, and those recommended by the manufacturer. All inspection and maintenance records shall be open to inspection by the County.
- k. Require drivers and Subcontractor's drivers, if applicable, to have valid licenses issued by the California Department of Motor Vehicles to operate the specific class of vehicles used in providing the required services. It is the responsibility of Contractor to monitor the drivers' driving performance and records.
- l. Remove from service should the Contract Manager at any time give notification to Contractor that any designated manual collection vehicle or other conveyance is not in compliance with applicable standards, including those of the State of California, Public Works, the County of Los Angeles Department of Health Services (Health Officer), and/or the SCAQMD standards. Such vehicle or other conveyance shall not be used again until inspected and approved by the Contract Manager and/or the Health Officer. Contractor shall be held responsible for maintaining the collection schedule regardless of such action.
- m. Keep all vehicles, equipment, tools, and facilities used in the manual collection/management of waste clean and sanitary at all times when not in use.
- n. Comply with all laws and regulations relating to the parking or storage of such vehicles and equipment.

4. Maintenance Equipment

Contractor shall be responsible for providing all necessary equipment and labor for routine maintenance, and as-needed repair, removal, relocation, replacement including trash receptacle liners, covers, and all necessary parts, accessories or materials for reconstruction or maintenance at the cost specified in Form PW-2, Schedule of Prices. Unless approved otherwise by the Contract Manager the replacement parts, accessories, and/or materials shall be identical to the original design. The Contract Manager will consider alternative materials or parts, if necessary, proposed by Contractor.

5. Communication Equipment

The Contractor shall have office staff operating and answering incoming calls during normal business hours (Monday through Friday, 8 a.m. to 5 p.m.). After normal business hours, the Contractor shall provide Contract Manager with an emergency telephone number at which Contractor staff can always be reached 24 hours a day, seven days a week. Contractor shall be responsible for providing two-way communication between its office and field workers at all times, as well as for proper maintenance of equipment.

F. Maintenance of Bus Shelters and Amenities

1. Frequency of Maintenance

Contractor shall:

- a. Perform routine maintenance at all Designated Transit Stops. Routine maintenance shall be done on a once-a-week basis, during non-peak hours as described in subsection F.5.a.1, Routine Maintenance, Monday through Friday, including holidays, unless otherwise specified or directed by the Contract Manager. Upon oral or written request from the Contract Manager, Contractor shall make more visits to shelters that require additional maintenance and/or repair.
- b. Pressure wash the bus stop shelter structure and sidewalk adjacent to the serviced bus stops as described in subsection F.5.a.2. Pressure wash shall be done every six weeks, unless otherwise specified or directed by the Contract Manager. Failure to comply with this requirement within the allotted time frame shall result in assessment specified in subsection M.4.k, Liquidated Damages.
- c. Inspect each stand-alone solar light pole for functionality once every two months.
- d. Keep the roof/gutter of each shelter free of dirt and leaves.

2. Emergency/Other Services

Emergency construction, maintenance, repair, or removal of damaged bus stop shelters and amenities including work required to eliminate a public hazard may occur at any time and day. Other exceptions for specific work may be allowed upon approval of Contract Manager.

3. Graffiti Removal Services

Graffiti removal services shall consist of performing all operations to remove or cover graffiti from all exterior surfaces within a 10-foot radius of each Bus Stop Amenities, but shall not be performed beyond the face of curb or onto private property. Failure to comply with this requirement shall result in the assessment specified in Section M., Liquidated Damages.

The Contractor shall:

- a. Remove or paint over all graffiti on all designated bus stop amenities within 24 hours of the graffiti being discovered by the Contractor, or being reported by the County. Profanity, sexually explicit, or racist type graffiti shall have the highest removal priority. Graffiti placed on Bus Stop Amenities during the weekends shall be removed on the following work day. Within 48 hours of initial paint-over, Contractor shall repaint using a color to match the existing surface color, if a matching color was not utilized initially. Paint shall be neatly feathered in all areas.
- b. Use appropriate methods of covering or removing graffiti for the particular surface and conditions, such as water blasting, painting over, chemical solvents, etc. Water and residuals from water blasting shall not be allowed to enter the storm drain.
- c. Use County-approved chemical solvents when removing graffiti from County property.
- d. Use paint that is appropriate for nontreated surfaces on County property.
- e. Use drop cloths on all work assignments to protect sidewalks, vegetation, etc., from paint spillage.
- f. Train personnel in proper graffiti removal techniques and provide corrective instruction to personnel if they are removing or covering graffiti improperly.
- g. Use new or recycled water-based paints.
- h. Remove graffiti from concrete sidewalks by using a water blasting machine with a soda compound only. Painting over shall not be permitted. The sidewalks shall be cleaned of all graffiti, graffiti residues, paint, ink, gum, oil, etc. The sidewalks shall be blocked off for safety during the cleaning operations. Adequate precautions shall be taken not to damage private property during water blasting

operations, i.e., precautionary measures to prevent water from going under shop doors, damaging store fronts, entering storm drains, etc. The sidewalk areas being cleaned shall be feathered to match other graffiti-free sidewalk areas.

- i. Dispose of excess paint properly. Paint liners shall be opened, mixed with sand, dirt, or cat litter and allowed to dry. Once the paint is completely dry, it can be disposed of in the regular trash.
- j. Wash paint brushes, rollers, or frames in clean water. The water shall only be disposed of in a sink or toilet. Water used to clean paint tools shall not be disposed of in storm drains and street gutters and/or on sidewalks and streets.

4. Maintenance Specifications

a. Routine Maintenance

(1) General Scope

Contractor shall maintain the Bus Stop Amenities in a safe, clean, attractive, and sanitary condition and in good order satisfactory to the Contract Manager. At each maintenance visit, Contractor shall clean, wash and remove all graffiti, stickers, posters, litter, dust, dirt, and weeds from each Bus Stop Amenity to keep it (including the roof/gutter and/or electronic message display of the shelters, if applicable), and immediate area free of any noticeable accumulation of dirt, dust, marks, stickers, posters, litter, or weeds. The Bus Stop Amenity shall be maintained in a like new condition. Bus stop shelters may be energized using hard wire or solar panels attached directly to the shelter or to a pole adjacent to the shelter. Maintenance shall be performed within a 10-foot radius of the Bus Stop Amenities, but shall not extend beyond the face of curb or onto private property. If notified by the Contract Manager that additional or corrective maintenance is required, Contractor shall perform such work within two working days of receipt of notice. The Contract Manager reserves the right to add or remove bus stop amenity locations throughout the unincorporated areas of the County. The maintenance cost per shelter and appurtenances, bus benches, trash receptacles, and stand-alone solar-powered lighting shall be performed at the rates specified in Form PW-2, Schedule of Prices, Maintenance of Bus Shelters and Amenities.

(2) Pressure Wash

Contractor shall pressure wash bus stop shelters Bus Stop Amenities, and sidewalk within a 10-foot radius of the Bus Stop Amenities at a frequency as indicated in Section F.1, Frequency of Maintenance.

Contractor shall treat wastewater and not discharge it to the storm drain, by

1. Remove trash, debris, and free standing oil/grease spills/leaks (use absorbent material, if necessary) from the area before washing; and
2. Use high pressure, low volume spray washing using only potable water with no cleaning agents at an average usage of 0.006 gallons per square feet of sidewalk area.

For bus stops that have no bus stop shelters, Contractor shall pressure wash the Bus Stop Amenities and/or the sidewalk within a 10-foot radius of the bus stop on as-needed basis. As-needed pressure wash shall be warranted upon notification by the Contract Manager or discovered by Contractor's employee and approved by the Contract Manager. Contractor shall inspect for cleanliness and notify Contract Manager of need for pressure wash at these locations.

(3) Best Management Practices - Trash Receptacle

Contractor shall carry an adequate supply of clean aluminum liners during routine maintenance visits to ensure that liners are kept in a clean condition. Contractor shall comply with the latest National Pollutant Discharge Elimination System (NPDES) requirements by promoting Best Management Practices (BMPs) and not to allow any waste or liquid from trash receptacles or liners to enter the storm drains and/or street gutters during the maintenance of trash receptacles and liners. Contractor shall replace all aluminum liners with new or cleaned aluminum liners as needed to the satisfaction of the Contract Manager. Soiled aluminum liners shall be cleaned at Contractor's facility in accordance with all Federal, State, and local regulations. The County may require Contractor to install a County furnished padlock on trash receptacle covers / doors to prevent vandalism.

(4) Safety Inspection

Contractor shall perform weekly safety inspections at all Designated Transit Stops and Bus Stop Amenities serviced under this Contract. Contractor shall complete the Bus Stop Inspection Checklist (Exhibit J – Checklist) for each inspected location. Inspections shall include, but not limited to, all items indicated in the Checklist. Copies of the Checklist are to be retained by the Contractor for at least five years after contract expiration.

The Contractor shall submit a monthly summary report along with the Safety Inspection report no later than the 15th day after the end of the previous month. The report shall include inspection date, location, description of safety concern or finding, corrective measures, and any other information required by Contract Manager. Failure to comply with this requirement of submitting the Safety Inspection report within the allotted time frame shall result in the assessment specified in subsections M.4.i, Liquidated Damages and withheld of the monthly payment until Contract Manager receive the report.

b. Repair

- (1) Contractor shall perform repair to damaged Bus Stop Amenities within five working days or within a time frame approved by the Contract Manager for any damage or vandalism found by Contractor's employees, agents, or subcontractors. Contractor shall provide County a cost estimate and obtain approval from the Contract Manager before proceeding with the repair. All damaged amenities shall be repaired to the satisfaction of the Contract Manager.
- (2) Upon notification from the Contract Manager or discovery by CONTRACTOR'S employee of any potential hazard or damage that presents a safety concern to the public, the CONTRACTOR shall take immediate steps to tape off or otherwise prevent public access to the hazard and to notify Contract Manager of the need for repair and corrective measures taken. The CONTRACTOR shall note the hazard/damage on the Checklist and provide a copy to the Contract Manager within 24 hours, electronically or by fax. The CONTRACTOR shall also expedite the repair process by providing a repair estimate within 24 hours or as

otherwise agreed by Contract Manager. Failure to comply with the requirements for rendering the condition safe and completion of repairs within the allotted timeframe may result in the assessment of liquidated damages specified in Section M.4.a.

- (3) Contractor shall repair all leaking or damaged trash receptacles within five working days of oral or written notice from Contract Manager or when found by Contractor's employees, agents, or subcontractors. In the event that the repairable or damaged trash receptacle cannot be repaired prior to the next scheduled collection, Contractor may, with the approval of the Contract Manager, provide a temporary but acceptable trash receptacle until Contractor provides a permanent replacement. A trash receptacle is considered acceptable when it has a solid exterior and liner and has a cover or dome to prevent rain water from getting into the trash receptacle. Failure to comply with this requirement shall result in the assessment of liquidated damages specified in Section M.4.f.
- (4) Contractor shall maintain a record of all the repaired or replaced Bus Stop Amenities. The record shall include, but not limited to, location, type of amenities, date of repair or replacement, and reason for repair or replacement. Contractor shall submit a monthly log specifying, at minimum information defined in subsection F.11.a, Reports.

c. Duty to Remove

- (1) The County reserves the right to require the Contractor to remove Bus Stop Amenities for any reason at the cost specified in Form PW-2, Schedule of Prices, Removal of Bus Stop Amenities.
- (2) Said removal shall be performed in accordance with all applicable laws, ordinances, or other regulations and the premises shall be restored to their original condition as set forth in Subsection F.15, Restoration of Site upon Removal or Relocation.
- (3) If the Bus Stop Amenity is totally destroyed due to fire, accident, or force of nature; Contractor shall immediately notify the Contract Manager and remove the affected amenities within 24 hours of notification by the Contract Manager or discovery. Failure to remedy an emergency

removal within the allotted time frame shall result in the assessment specified in Section M.4.g, Liquidated Damages.

d. Replacement

Contractor shall:

- (1) Notify and obtain prior approval from the Contract Manager before replacement is made. Work shall be completed within five working days or within a time frame approved by the Contract Manager at the cost specified in Form PW-2, Schedule of Prices, Replacement.
- (2) Be responsible for providing all necessary replacement equipment and labor for maintenance, including trash receptacle exterior frames, liners, and all necessary parts, accessories or materials for reconstruction or maintenance of said contract at the cost specified in Form PW-2, Schedule of Prices, Replacement. Unless approved otherwise by the Contract Manager the replacement equipment and/or parts and accessories shall be identical to the original design. The Contract Manager will consider alternative trash receptacles, including liners and dome covers, proposed by Contractor.
- (3) Charge in accordance with Contractor's price stated in Form PW-2, Schedule of Prices, Replacement, for each replacement of each part or entire amenity, labor, or any other necessary changes.

e. Relocation

Contractor Shall:

- (1) At the request of Contract Manager, Contractor shall relocate any Bus Stop Amenity, at the cost specified in Form PW-2 Schedule of Prices, Relocation.
- (2) Make arrangements to diligently pursue construction completion of any relocated amenity. A Bus Stop Amenity shall be considered completed when 1) all installations, assemblies, and electrical connections (if any) are accepted by the Contract Manager or County inspector; 2) the amenity is fully functional; and 3) the amenity may be safely used by the public.

- (3) Be responsible to energize bus stop shelters using either hard wire or solar panels attached directly to the shelter or to a pole adjacent to the shelter in a method approved by the Contract Manager.
- (4) Perform relocations in accordance with all applicable laws, ordinances, or other regulations and the premises shall be restored to their original condition as set forth in Section F.15, Restoration of Site upon Removal or Relocation.

f. Electrical Work

Electrical repair work shall comply with the National Electrical Code (NEC) requirements. Contractor shall have the right to enter upon and into the bus shelters at any reasonable time with its certified electrician for the purposes of any electrical maintenance. Contractor shall have access to all necessary electric wires, meters, clockwork machinery, and other parts of the structure necessary for maintaining the shelters and all such work shall be included with the price specified in Form PW-2, Schedule of Prices, Routine Maintenance of Bus Shelters and Amenities. If an electrical malfunction occurs, the Contractor shall de-energize the shelter and notify the Contract Manager immediately. All repairs shall be completed within 24 hours. Failure to comply with this requirement shall result in the assessment specified in Section M.4.b, Liquidated Damages.

g. Electrical Lighting and Solar-Powered Lighting

All bus shelters shall be illuminated from dusk to dawn. Contractor shall be responsible to ensure proper illumination within bus shelters using either hard wire or solar panels attached directly to the shelter or to a pole adjacent to the shelter in a method approved by the Contract Manager. During each maintenance visit, Contractor shall examine lighting for functionality for shelters that are hard-wired or have solar panels attached to the roof. Stand-alone solar-powered light poles are to be examined every two months for functionality. If electrical lights or solar-powered lights are found to be malfunctioning at the time of maintenance, or upon oral or written request from Contract Manager, Contractor shall be required to repair, or replace electrical or solar-powered lighting with similar lighting within 48 hours or within a time frame approved by the Contract Manager. If new batteries are required for solar-powered lighting, the old batteries shall be recycled in

accordance with all Federal, State, and local regulations. Contractor shall provide a receipt to ensure that solar panels and apparatus are recycled properly. Failure to comply with this requirement shall result in the assessment specified in Sections M.3.c and/or M.3.d, Liquidated Damages.

h. Performance Requirements

Public Works will make monthly inspections of randomly selected shelters to ascertain the condition of shelters. A shelter may be considered in unacceptable condition if one or more of the following conditions are found during the inspection:

- Visible graffiti from the street
- An unsightly/significant amount of litter, dust, dirt, or weeds within a 10-foot radius of shelter
- Overflow of trash
- Missing or damaged components of shelter that pose danger to the public
- Exposed electrical wires
- No illumination

When there is a justifiable reason for the shelter to be in an unacceptable condition, such as a community event that took place immediately prior to the inspection, the Contractor shall provide this justification in writing to the Contract Manager.

i. Suppliers

The following is a list of suppliers available for the type of trash receptacles, benches, and shelters required.

For bus shelters, trash receptacles, and benches, Contractor can contact either of the following:

- 1.) LNI Custom Manufacturing, Inc.
12536 Chandron Avenue
Hawthorne, CA 90250
(310) 978-2000, Fax (310) 978-4000
Contact: Craig Watterson
- 2.) Seating Component
4520 East La Palma Avenue
Anaheim, CA 92807-1908
(714) 693-3376, Fax (714) 693-3353
Contact: Mark Fossier

- 3.) Tolar Manufacturing, Inc.
258 Mariah Circle
Corona, CA 92879
(951) 808-0081, Fax (951) 808-0041
Contact: Patrick Merrick

For bus stop benches and trash receptacles only, Contractor can contact either of the following:

- 1.) Specialty Building Components
8420 Rosemead Boulevard
Pico Rivera, CA 90660
(562) 821-0170
Contact: David Pebley, Jr.
- 2.) The Wakefield Company
49 Augusta
Irvine, CA 92620
(949) 552-1130
Contact: Ryan Richard
- 3.) Barco Products Company
11 North Batavia Avenue
Batavia, IL 60510-1961
(800) 338-2697, Fax (630) 879-8687

Vendors for Solar Light Poles only, Contractor can contact either of the following:

- 1.) National Solar Technologies
166 Taylor Road
Depew, NY 14043
(800) 310-7413, Fax (716) 683-8655
Contact: Paul Vargovich, Jr.
- 2.) Sol Inc.
3210 SW 42nd Avenue
Palm City, FL 34990
(800) 959-1329, Fax (772) 286-9616
Contact: Matt Hollister
- 3.) Urban Solar Corporation
4211 Commerce Circle
Victoria, British Columbia
V8Z 6N6, Canada

(788) 430-5516
Contact: Jeff Peters

- 4.) All Purpose Manufacturing, Inc.
6401 Nohl Ranch Road, Suite 80
Anaheim, CA 92807
(877) 877-8006
Contact: Mark Fossier or Orlando Vargas

5. Collection, Transportation, and Disposal of Waste from Designated Transit Stops

a. General Scope

Contractor shall only dispose of waste under this Contract at permitted facilities and shall comply with all Federal, State, and local laws and regulations. Except as noted otherwise, Contractor shall NOT collect, transport, or dispose of hazardous or toxic materials as defined per Federal, State, or local laws or regulations under this Contract. Contractor shall immediately notify County if hazardous or toxic materials are discovered during the collection.

Waste collection, transportation, and disposition shall be done in a thorough and professional manner to the satisfaction of the Contract Manager. The Contract Manager shall approve or disapprove Contractor's performance under this Contract. Waste transportation shall be performed by a permitted trash hauler. Under the requirements of the permit, which is issued by the County of Los Angeles Department of Health Services (DHS) per Title 20, Division 4, Los Angeles County Code, the sizes and types of the trucks, etc. will be determined. The hauler's facility to store and maintain the trucks will also be regulated by DHS. For further information regarding this requirement you may contact DHS at (626) 430-5550.

b. Emergency Services

Emergency manual waste collection services required to eliminate a hazard to either pedestrian, property, or vehicular traffic may occur at any time and day, but only to the extent required to remove the hazard. Other exceptions for specific locations may be allowed upon approval of the Contract Manager.

c. Frequency of Collection

Contractor shall manually collect waste from all trash receptacles at Designated Transit Stops.

Routine collection of waste within Santa Clara River Watershed shall be done once a day, three times a week, on Monday, Wednesday, and Friday, including holidays, unless otherwise specified. Routine collection of waste within Antelope Valley Watershed shall be done once a day, twice a week, and be at least two days apart. Routine collection of waste shall be done during non-peak hours. Peak hours are defined from 6 a.m. to 9 a.m. and 4 p.m. to 7 p.m.

Contractor shall strictly adhere to the collection schedule and frequency of collection unless otherwise specified or directed by the Contract Manager.

The County reserves the right to add or delete a location and/or the frequency of collection at any of the Designated Transit Stops at anytime during the term of this Contract.

Contractor may be required, upon oral or written request from the Contract Manager, to return to any collection route to collect waste not picked up at the designated transit stops. This shall be performed whenever directed by the Contract Manager.

Failure to comply with each collection schedule shall result in the assessment specified in Section M.4.e, Liquidated Damages.

d. Noncollection Items

Hazardous materials and all bulk items including, but not limited to, furniture, appliances, household bedding, mattresses, box springs, stoves, refrigerators, and other household items considered as noncollection items by waste haulers shall NOT be collected by Contractor. Contractor shall report all noncollection items to Public Works Programs Development Division at (626) 458-3907 (Monday through Thursday) on the same business day. If Public Works office is closed, Contractor shall report noncollection items on the next Public Works' business day and keep a record of all locations where the noncollection items have been left.

e. Care of Liners

All liners, for manual collection, shall be properly returned and placed after collection. Liners shall not be deposited on the streets, highways, or on adjoining property. Contractor, its agents, and/or its employees shall not throw or drop liners from the truck onto the pavement, or in any other way that may break or damage them.

At the time of collecting waste from each trash receptacle each day, Contractor shall place and secure a plastic bag inside each liner to maintain the clean condition of the aluminum / plastic liners. The plastic bags shall be heavy duty and designed to have suitable strength to contain the waste materials therein.

f. Collection Specifications

The County reserves the right to add or remove trash receptacle locations throughout the unincorporated areas of the County as specified in Exhibit K, at anytime during the term of this Contract at the sole discretion of the Contract Manager. The cost of waste collection, transportation, and disposal is included in Form PW-2, Schedule of Prices, for Collection, Transportation, and Disposal of Waste.

g. Waste Collection and Reporting

- (1) Waste Collection - All waste collected from the trash receptacles shall be sent to a permitted materials recovery facility (MRF) for processing and recovery of recyclables to the maximum extent reasonable and feasible including, but not limited to, paper, CRV beverage containers, glass, number 1 and 2 plastics, steel, and aluminum. Waste remaining after the removal of recyclables may be disposed of at a permitted waste disposal facility. Unless otherwise approved in writing by the Contract Manager, the Contractor or the MRF operator SHALL NOT dispose of any recovered recyclables in a disposal site and/or transformation facility.

A list of all permitted MRFs in the County can be obtained by calling the Solid Waste Information System hotline at 800-320-1771 or by visiting www.solidwastedrs.org and clicking on "Where to Take Your Waste" link on the left side and choosing option 3 for a list of transfer stations. The proper disposal and storage of waste material is regulated by the DHS per Title 11, Los Angeles County Code.

- (2) Reporting - Contractor shall prepare or cause to be prepared reports on a monthly basis that provide the following information on waste collected from the trash receptacles:
 - (a) Month and year of reported collection
 - (b) Total quantity (in tons) of waste collected

- (c) Location (route, community, watershed, etc.) where the waste was collected
- (d) The permitted materials recovery, disposal, or transfer facility where the collected waste was sent (facility name, address, and contact information)
- (e) Quantity of collected waste (in tons) recovered/salvaged (i.e., not sent for disposal) by the MRF
- (f) Quantity of collected waste (in tons) sent for disposal

Note that total tons collected shall equal tons recovered/salvaged plus tons disposed.

Monthly reports containing the above information in a format acceptable to the Contract Manager are due no later than 15 days after the last day of the month included in the report. Reports shall be signed by an authorized representative of the Contractor. Monthly reports prepared by the MRF containing all of the information above and in a format acceptable to the Contract Manager and transmitted by the required date with a letter signed by the Contractor's authorized representative will be acceptable. Failure to submit this report within the allotted time frame shall result in the assessment specified in subsection M.4.i, Liquidated Damages.

6. Title of Improvements

All structures, constructed and maintained by the Contractor upon the County's right of way pursuant to the Contract, shall remain the ownership of the County. Upon termination or cancellation of contract, Contractor shall not perform any additional routine maintenance service, but shall complete any work in progress.

7. National Pollutant Discharge Elimination System

The Contractor shall not allow any debris from its operations under this Contract to be deposited into the storm drains and/or street gutters. Such debris is in violation of the NPDES regulations. According to the NPDES regulations, nothing shall be discharged into the storm drain system other than stormwater. The Contractor shall follow all NPDES regulations in accordance with the Contractor's Work Plan. The Contractor shall follow its Work Plan throughout the entire Contract unless otherwise approved in writing by the Contract Manager.

8. Staffing

Contractor shall provide a minimum of two staff, one per waste collection vehicle, for maintenance and manual waste collection activities required under this Contract. Contractor shall also employ a Lead Person or Field Supervisor to supervise the maintenance routes, collection routes and all as-needed repair, installation, removal, and relocation work.

a. Lead Person/Field Supervisor

Contractor shall assign a lead person/field supervisor whose responsibility shall be to represent Contractor's operation in the field, and who shall serve as liaison between Contractor's crews in the field and the County. The lead person/field supervisor shall spend as much time supervising the collection routes as is needed to accomplish the provisions of these Specifications.

The lead person/field supervisor shall be provided with a separate vehicle, other than a vehicle used for collection of waste. Within ten days of the award of this Contract, Contractor shall inform the Contract Manager of the name, title, and telephone number of the assigned lead person/field supervisor.

9. Specifications, Permits, and Inspections

Prior to award of this Contract, Contractor shall successfully apply for and obtain a Waste Collector Permit from the County of Los Angeles Department of Public Health as required by Sections 20.72.020 and 20.72.040 A and B of the Los Angeles County Code, Title 20, Division 4. A copy of the application is available in Exhibit I. Following is the contact information for the Department of Public Health:

County of Los Angeles
Department of Public Health
Environmental Health/Environmental Protection Bureau
Solid Waste Management Program
5050 Commerce Drive, Baldwin Park, CA 91706
TEL: (626) 430-5540
Hung Vo, EHS III

Contract Manager will provide typical designs and specifications, as well as all necessary permits and inspections for the construction of any relocation or replacement Bus Stop Amenities, including bus stop, bus

bench or trash receptacle, and provide a description of materials to be used as shown in Exhibit F and Exhibit G. Contractor shall submit a final design for any such facilities and amenities to Contract Manager for final approval prior to installation.

All removal, relocation, and installation work shall conform to the STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION latest edition. All work and workmanship deemed to be substandard or inadequate by the Contract Manager will be corrected or replaced at no cost to County.

10. Reports

Contractor shall submit monthly reports along with the invoice. The first monthly report shall be due no later than 15 days after the first month, commencing from the first day of operation.

The reports shall be submitted via fax to Mr. Fred Wong at (626) 979-5313, within 15 days of the end of the previous month or via mail to the County of Los Angeles Department of Public Works, Programs Development Division, Transit Operations Section, P.O. Box 1460, Alhambra, California 91802-1460, within the same due date as via fax unless otherwise notified by the Contract Manager. The person to whom the reports are to be addressed is subject to change. Public Works will notify the Contractor of any such change.

Monthly reports are as follows:

- a. A comprehensive report of all repairs, removals, relocations, and replacements of bus stop shelters, benches, trash receptacles, and other bus stop amenities in the unincorporated areas of the County as specified in Exhibit K. Reports shall include service date, location, reason for service, description of service, and any other information required by Contract Manager.
- b. A detailed waste disposal report as defined under subsection F.6.g.2, Waste Collection and Reporting.
- c. A Safety Inspection report of the transit stops and amenities along with safety checklists completed for all inspected locations. Reports shall include inspection date, location, description of safety concern or finding, corrective measures, and any other information required by Contract Manager as defined in subsection 5.a.(4), Safety Inspection.

- d. In addition to the regular monthly reports, the Contractor shall provide a report every two months detailing test results for functionality of all stand-alone solar-powered light poles.

When Contractor submits any reports to the Contract Manager such reports shall be deemed timely only if delivered or postmarked on or before the due date. If reports are not received in a timely manner, County may withhold payment on Contractor's invoice until the receipt of the required reports.

11. Routes and Changes

Contractor shall prepare and file with the Contract Manager within 30 days of the award of this Contract, a schedule for maintenance and trash collection. Each schedule should include a complete map of each route. As part of each schedule, Contractor shall provide Contract Manager detailed information as to how Contractor proposes to schedule on or around holidays. Said schedules shall be approved by the Contract Manager. The schedule, when approved by the Contract Manager, shall be maintained unless a change therein is first approved by the Contract Manager and notice thereof is given as hereinafter provided.

Thereafter, before any change in the maintenance schedule is made by Contractor, Contractor shall provide 10 working days prior written notice of the proposed change to the Contract Manager, along with the proposed revised maintenance schedule, together with a new map. No such change may be effected until first approved by the Contract Manager.

12. Public Convenience and Safety

Contractor's operations shall cause no unnecessary public inconvenience. The access right of the public in the streets shall be considered at all times.

Contractor shall provide all safety measures necessary to protect the public and his/her workers including, but not limited to providing temporary traffic control prior to perform work at Designated Transit Stops.

In the event the Contractor's employee discovers damage or vandalism that may pose a hazard to the public, Contractor shall take immediate steps to comply with Section F.4.b.2.

13. Monitoring

Periodic monitoring of the designated location's work will be made by the Contract Manager to assure compliance with this Contract.

14. Restoration of Site Upon Removal or Relocation

Upon removal or relocation of any Bus Stop Amenities, the sites shall be restored by the Contractor to their original condition or to the satisfaction of the Contract Manager. All obstructions shall be removed and any holes shall be filled with material compatible with existing material.

15. Uniforms

All field employees of Contractor working under this Contract shall be dressed with uniformity and in clean uniforms furnished by Contractor to its employees to the satisfaction of the Contract Manager. The uniform shall bear Contractor's name and logo, if applicable.

Contractor's employees shall not remove portions of their uniform while working under this Contract. No employee shall start work unless the employee is dressed in a clean uniform. Contractor shall furnish each employee a set of rain gear, which shall be carried in the vehicle for use in case of inclement weather.

17. Entering Private Property

Unless otherwise specified in this Contract or by the order of the Contract Manager, Contractor shall conduct all of its activities and operations within the confines of the County's right of way. Contractor shall not allow its employees to use private property for eating, coffee breaks, or any other reason or use water from such property without the written permission of the owner.

G. Alternative Bus Stop Amenities and Adjustments to price

If during the term of this Contract the listed materials including, but not limited to, bus stop shelters, bus benches, trash receptacles, and other Bus Stop Amenities are no longer commercially available at costs reasonably similar to the costs incurred at time of bid, Contractor shall complete and submit the form included in Exhibit H for the Contract Manager's approval of these increased costs.

If the County requires the Contractor to maintain an alternative type or design of a Bus Stop Amenity that did not exist at the time of the award of this Contract, Contractor shall submit the enclosed form in Exhibit H, indicating the revised cost of maintenance, as-needed repair, replacement, relocation, and removal of such amenity for the Contract Manager's approval.

H. Extra Work

1. The County recognizes that there may be needed construction, installation, maintenance, repair or modification to bus stop shelters or other Bus Stop Amenities not covered under this Contract and for which the Contractor is not compensated under **Form PW-2, Schedule of Prices**.

A couple of examples for Extra Work are as follows:

- Modify or retrofit Bus Stop Amenities.
 - Add innovative features in accordance with transit needs or technological development. (i.e. Install real-time bus arriving information display, information booth, or other power source that conserves energy to operate shelters)
2.
 - a. The County will allow the Contractor to pass-through the amounts necessary to cover any Extra Work, only if the County has authorized the work in Exhibit H or in writing prior to the Contractor's initiation of work for the item(s). Claims for payment of Extra Work shall include all supporting documentation of costs, approvals, and copies of vendor invoices. In order to be eligible for items not specifically mentioned in the Form PW-2, Schedule of Prices, the Contractor shall present the required scope of repairs to the Contract Manager, and the Contract Manager will approve the repairs in writing prior to the work commencing.
 - b. The Contractor shall provide Public Works with a cost estimate, including the number of hours required for the work broken down by job classification. Public Works, at its sole discretion, may issue a Notice to Proceed to the Contractor for Extra Work. The NTP will be subject to all terms and conditions of this Contract. When applicable, Extra Work shall conform to the requirements in subsection 3-3 of the "Standard Specifications for Public Works Construction, 2012 or later Edition". Electrical repair work shall comply with the NEC requirements.
 3. The Contract Manager may authorize the Contractor to perform additional work including, but not limited to, repairs and replacements when the need for such work arises out of extraordinary incidents such as vandalism, acts of God, third-party negligence or any unanticipated or unforeseen need. If the Contract Manager determines such additional work can be obtained in whole or in part by temporarily modifying the Contractor's tasks and work schedules, he or she may direct such modification.

I. Responsibilities of Public Works

Public Works' responsibilities will include, but not be limited to, monitoring and inspecting Contractor's performance to ensure compliance with the Terms, Requirements, Specifications, and Conditions described herein.

Public Works will make monthly inspections of randomly selected Designated Transit Stops ascertain its condition. A minimum of 90 percent of the shelters inspected on a quarterly basis shall meet the maintenance requirements indicated in Section F. Failure to comply with this requirement shall result in the assessment of liquidated damages specified in Section M.4.j. Before liquidated damages are assessed, the Contractor may provide a written explanation regarding justifiable reasons for the unacceptable condition, such as a community event that took place immediately prior to the inspection.

J. Utilities

The County will not provide utilities.

K. Storage Facilities

The County will not provide storage facilities for the Contractor. Contractor shall properly store all vehicles, equipment and materials, including, but not limited to, auxiliary shelters, benches, solar-powered lighting, trash receptacles and parts, accessories and materials necessary for repair, and replacement and maintenance of the equipment and County facilities, at the sole cost of the Contractor at its own facilities. Contractor shall be responsible for determining and storing the appropriate number of auxiliary units necessary to ensure the prompt replacement of damaged units.

L. Special Safety Requirements

All Contractor operators shall be expected to observe all applicable State of California Occupational Safety and Health Administration (Cal/OSHA) and Federal, State, and County safety requirements while performing these services. Suitable clothing, gloves, and shoes that meet CalOSHA requirements are required.

The Contractor shall keep fully informed of Federal and State laws and County ordinances and regulations that in any manner affect those employed in the work or the materials used in the work or in any way affect the conduct of the work. The Contractor shall at all times observe and comply with such laws, ordinances and regulations. The term work as used herein includes the construction and/or maintenance of the shelters, including solar panels, batteries, apparatus, benches, and trash receptacles as well as the collection, transportation, and disposal of waste at designated transit stops.

M. Liquidated Damages

1. In any case of the Contractor's failure to meet certain specified performance requirements, the County may, in lieu of other remedies provided by law or the Contract, assess liquidated damages in specified sums and deduct them from any regularly scheduled payment to the Contractor. However, neither the provision of a sum of liquidated damages for nonperformance or untimely or inadequate performance nor the County's acceptance of liquidated damages shall be construed to waive the County's right to reimbursement for damage to its property or indemnification against third-party claims.
2. The amounts of liquidated damages have been set in recognition of the following circumstances existing at the time of the formation of the Contract:
 - a. All of the time limits and acts required to be done by both parties are of the essence of the Contract;
 - b. The parties are both experienced in the performance of the Contract work;
 - c. The Contract contains a reasonable statement of the work to be performed in order that the expectations of the parties to the Contract are realized. The expectation of the County is that the work will be performed with due care in a workmanlike, competent, timely, and cost-efficient manner while the expectation of the Contractor is a realization of a profit through the ability to perform the Contract work in accordance with the terms and conditions of the Contract at the Proposal price;
 - d. The parties are not under any compulsion to contract;
 - e. The Contractor's acceptance of the assessment of liquidated damages against it for unsatisfactory and late performance is by agreement and willingness to be bound as part of the consideration being offered to the County for the award of the Contract;
 - f. It would be difficult for the County to prove the loss resulting from nonperformance or untimely, negligent, or inadequate performance of the work; and
 - g. The liquidated sums specified represent a fair approximation of the damages incurred by the County resulting from the Contractor's failure to meet the performance standard as to each item for which an amount of liquidated damages is specified.

3. The Contractor shall pay Public Works liquidated damages in the sum of \$100 for each consecutive calendar day that the Contractor fails to comply with any requirements not addressed in Section M.4 listed below within the time specified unless otherwise provided in this scope.
4. All the time limits and acts are required to be done in accordance with this Contract and should Contractor fail to perform or complete the work required to be done set forth in this Contract, the County may assess liquidated damages through a separate invoice process as follows:
 - a. Failure to remedy, within 24 hours after notification by the Contract Manager, an emergency repair of a bus stop amenity subject to a potential hazard, damage, or vandalism of an emergency nature, which is found to be justified by the Contract Manager - \$250 per occurrence per day for bus stop shelter and \$100 per occurrence per day for bus bench or trash receptacle as outlined in Section F.5.b.2.
 - b. Failure to repair or replace damaged, faulty or exposed electrical components related to the illumination of the bus stop shelter and its immediate area within 24 hours after notification by the Contract Manager - \$500 per occurrence per day as outlined in Section F.5.f, Electrical Work.
 - c. Failure to repair or replace shelter lighting within 48 hours of notification by the Contract Manager - \$100 per occurrence per day in Section F.5.g.
 - d. Failure to recycle batteries used for solar lighting in accordance with all Federal, State and local regulations - \$200 per occurrence as outlined in Section F.5.g.
 - e. Failure to maintain the schedule for the manual collection of waste during the hours of service as defined in Section F.6.c - \$50 per day per unit not collected on the scheduled day.
 - f. Failure to replace leaking or damaged trash receptacles with similar trash receptacles within five working days of notification by the Contract Manager - \$100 per each occurrence per day as outlined in Section F.5.b.3.
 - g. Failure to remedy, within 24 hours after notification by the Contract Manager, an emergency removal of a bus stop amenity, which is found to be justified by the Contract Manager - \$50 per each occurrence per day for bus bench or trash receptacle and \$200 per each occurrence per day for bus stop shelter as outlined in Section F.5.c.3.

- h. Failure to perform all operations to remove or cover graffiti from all exterior surfaces of bus stop shelters, bus benches, trash receptacles, and solar panels and apparatus, within 24 hours of notification by the Contract Manager - \$50 per occurrence per day as defined in Section F.3, Graffiti Removal Services.
- i. Failure to submit any reports in the time frame as specified in the Contract - \$100 per occurrence per day as outlined in Exhibit A, subsection F.6.g.2; subsection F.11, Reports; and subsection F.4, Bus Stop Inspection.
- j. Failure to maintain the shelters as required in Section F, thereby resulting in the County determining, as part of the random monthly monitoring, less than 90 percent of the shelters quarterly inspected are in an acceptable condition as outlined in Section I - \$500 per quarter
- k. Failure to remedy or pressure wash a shelter found to be in an unacceptable condition within two days of receipt of notice from County - \$50 per day per shelter.

N. Project Safety Official

The Contractor shall designate in writing a Project Safety Official who shall be thoroughly familiar with the Contractor's Injury and Illness Prevention Program and Code of Safe Practices. The Contractor's Project Safety Official shall be available at all times (24 hours a day, seven days a week, 365 days a year) to abate any potential safety hazards and shall have the authority and responsibility to shut down an operation, if necessary. Failure by the Contractor to provide the required Project Safety Official shall be grounds for the County to direct the cessation of all work activities and operations at no cost to the County until such time as the Contractor is in compliance.

O. Contractor's Quality Control Plan

The Contractor shall establish and maintain a Quality Control Plan to assure the requirements of this Contract are met. An updated copy shall be provided to the Contract Manager on this Contract's start date and as changes occur. The plan shall include, but not be limited to, the following:

1. It shall specify the activities to be inspected on either a scheduled or unscheduled basis, how often inspections will be accomplished, and the title of the individual(s) who will perform the inspection.

2. The methods for identifying and preventing deficiencies in the quality of service performed before the level of performance becomes unacceptable.
3. A file of all inspections conducted by Contractor and, if necessary, the corrective action taken. This documentation shall be made available as requested by the County during the term of this Contract.
4. The methods for continuing service to the County in the event of a strike of Contractor's employees.

P. Safety Training

The CONTRACTOR shall provide safety training for staff responsible for maintenance and inspections at a minimum of once per year. Safety training shall be designed to prepare staff as safety inspectors for all bus stop amenities. Training shall cover inspection procedures, including the identification and response to any potential hazard or damage that presents a safety concern to the public.

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SERVICE CONTRACT GENERAL REQUIREMENTS

SECTION 1

INTERPRETATION OF CONTRACT

A. Ambiguities or Discrepancies

Both parties have either consulted or had the opportunity to consult with counsel regarding the terms of this Contract and are fully cognizant of all terms and conditions. Should there be any uncertainty, ambiguity, or discrepancy in the terms or provisions hereof, or should any misunderstanding arise as to the interpretation to be placed upon any position hereof or the applicability of the provisions hereunder, neither party shall be deemed as the drafter of this Contract and the uncertainty, ambiguity, or discrepancy shall not be construed against either party.

B. Definitions

Whenever in the Request for Proposals, Contract, Scope of Work, Specifications, Terms, Requirements, and/or Conditions the following terms are used, the intent and meaning shall be interpreted as follows:

Agreement. The written, signed accord covering the performance of the requested service.

Board. The Board of Supervisors of County of Los Angeles and Ex-Officio Board of Supervisors of the Los Angeles County Flood Control District.

Contract. The written agreement covering the performance of the service and the furnishing of labor, materials, supervision, and equipment in the performance of the service. The contract includes the Agreement, Exhibit A - Scope of Work (Specifications), Exhibit B - Service Contract General Requirements, Exhibit C - Internal Revenue Service Notice 1015, Exhibit D - Safely Surrendered Baby Law Posters, Exhibit E – Defaulted Property Tax Reduction Program, and other appropriate exhibits, amendments and change orders. Included are all supplemental agreements amending or extending the service to be performed, which may be required to supply acceptable services specified herein.

Contractor. The person or persons, sole proprietor, partnership, joint venture, corporation, or other legal entity who has entered into an agreement with County to perform or execute the work covered by this Contract.

Contract Work or Work. The entire contemplated work of maintenance and repair to be performed, and services rendered as prescribed in this Contract.

County. Includes County of Los Angeles, County of Los Angeles Department of Public Works, Los Angeles County Road Department, and/or Los Angeles County Engineer.

Day. Calendar day(s) unless otherwise specified.

Direct Employee. Worker employed by Contractor under Contractor's state and federal taxpayer identification.

Director. The Director of Public Works, County of Los Angeles, as used herein, includes the Road Commissioner, County of Los Angeles; County Engineer, County of Los Angeles; Chief Engineer, Los Angeles County Flood Control District; and/or authorized representative(s).

District. Los Angeles County Flood Control District, or Los Angeles County Waterworks Districts, or Los Angeles County Consolidated Sewer Maintenance District.

Employee Leasing. Any agreement to employ any worker, at any tier, that is neither a subcontract nor a direct employee relationship.

Fiscal Year. The 12 month period beginning July 1st and ending the following June 30th.

Maximum Contract Sum. The Maximum Contract Sum is the aggregate total amount of compensation authorized by the Board.

Proposal. The written materials that a Proposer submits in response to a solicitation document (Request for Proposals).

Proposer. Any individual, person or persons, sole proprietor, firm, partnership, joint venture, corporation, or other legal entity submitting a Proposal for the work, acting directly or through a duly authorized representative.

Public Works. County of Los Angeles Department of Public Works.

Solicitation. Request for Proposals, Invitation for Bids, Request for Statement of Qualifications, or Request for Quotation.

Specifications. The directions, provisions, and requirements contained herein, as supplemented by such special provisions as may be necessary pertaining to method, manner, and place of performing the work under this Contract.

Subcontract. An agreement by the Contractor to employ a Subcontractor at any tier; to employ or agree to employ a Subcontractor, at any tier.

Subcontractor. Any individual, person or persons, sole proprietor, firm, partnership, joint venture, corporation, or other legal entity furnishing supplies, services of any nature, equipment, and/or materials to Contractor in furtherance of the Contractor's performance of this Contract, at any tier, under oral or written agreement.

C. Headings

The headings herein contained are for convenience and reference only and are not intended to define or limit the scope of any provision thereof.

SECTION 2

STANDARD TERMS AND CONDITIONS PERTAINING TO CONTRACT
ADMINISTRATION

A. Amendments

1. For any change which affects the scope of work, contract sum, payments, or any term or condition included in this Contract, an amendment shall be prepared and executed by Contractor and the Board or if delegated by the Board, the Director and Contractor.
2. The Board or County's Chief Executive Officer or designee may require the addition and/or change of certain terms and conditions in this Contract during the term of this Contract. County reserves the right to add and/or change such provisions as required by the Board or the Chief Executive Officer. To implement such changes, an amendment or a change order to this Contract shall be prepared by Public Works and signed by the Contractor.
3. County may, at its sole discretion, authorize extensions of time to this Contract's term. Contractor agrees that such extensions of time shall not change any other term or condition of this Contract during the period of such extensions. To implement an extension of time, an amendment to this Contract shall be prepared and executed by Contractor and the Board or if delegated by the Board, the Director and Contractor. To the extent that extensions of time for Contractor performance do not impact either scope or amount of this Contract, Public Works may, at its sole discretion, grant Contractor extensions of time, provided the aggregate of all such extensions during the life of this Contract shall not exceed 120 days.
4. For any change which does not materially affect the scope of work or any other term or condition included under this Contract, a change order shall be prepared by Public Works and signed by the Contractor. If the change order is prepared by the Contractor, it shall be approved by Public Works and signed by the Contractor and the County.

B. Assignment and Delegation

1. Contractor shall not assign its rights or delegate its duties under this Contract, or both, whether in whole or in part, without the prior written consent of County, in its discretion, and any attempted assignment or delegation without such consent shall be null and void. For purposes of this paragraph, County consent shall require a written amendment to this Contract, which is formally approved and executed by Contractor and the Board or if delegated by the Board, the Director and Contractor. Any payments by County to any approved delegate or assignee on any claim

under this Contract shall be deductible, at County's sole discretion, against the claims which Contractor may have against County.

2. Shareholders, partners, members, or other equity holders of Contractor may transfer, sell, exchange, assign, or divest themselves of any interest they may have therein. However, in the event any such sale, transfer, exchange, assignment, or divestment is effected in such a way as to give majority control of Contractor to any person(s), corporation, partnership, or legal entity other than the majority controlling interest therein at the time of execution of this Contract, such disposition is an assignment requiring the prior written consent of County in accordance with applicable provisions of this Contract.
3. Any assumption, assignment, delegation, or takeover of any of Contractor's duties, responsibilities, obligations, or performance of same by any entity other than Contractor, whether through assignment, subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever without County's express prior written approval, shall be a material breach of this Contract, which may result in the suspension or termination of this Contract. In the event of such a termination, County shall be entitled to pursue the same remedies against Contractor as it could pursue in the event of default of Contractor.

C. Authorization Warranty

Contractor represents and warrants that the person(s) executing this Contract for Contractor is an authorized agent who has actual authority to bind Contractor to each and every term, condition, and obligation of this Contract and that all requirements of Contractor have been fulfilled to provide such actual authority.

D. Budget Reduction

In the event that the County's Board of Supervisors adopts, in any fiscal year, a County Budget which provides for reductions in the salaries and benefits paid to the majority of County employees and imposes similar reductions with respect to County Contracts, the County reserves the right to reduce its payment obligation under this Contract correspondingly for that fiscal year and any subsequent fiscal year during the term of this Contract (including any extensions), and the services to be provided by the Contractor under this Contract shall also be reduced correspondingly. Except as set forth in the preceding sentence, the Contractor shall continue to provide all of the services set forth in this Contract. The County's notice to the Contractor regarding said reduction in payment obligation shall be provided within thirty (30) calendar days of the Board's approval of such actions.

E. Complaints

Contractor shall develop, maintain, and operate procedures for receiving, investigating, and responding to any complaints by any individual.

1. Within 12 business days after this Contract's effective date, Contractor shall provide County with Contractor's policy for receiving, investigating, and responding to any complaints by any individual.
2. County will review Contractor's policy and provide Contractor with approval of said plan or with requested changes.
3. If County requests changes in Contractor's policy, Contractor shall make such changes and resubmit the plan within five business days for County approval.
4. If, at any time, Contractor wishes to change Contractor's policy, Contractor shall submit proposed changes to County for approval before implementation.
5. Contractor shall preliminarily investigate all complaints and notify the Contract Manager of the status of the investigation within five business days of receiving the complaint.
6. When complaints cannot be resolved informally, a system of follow-through shall be instituted which adheres to formal plans for specific actions and strict time deadlines.
7. Copies of all written responses shall be sent to the Contract Manager within three business days of mailing to the complainant.

F. Compliance with Applicable Laws

1. Contractor shall comply with all applicable Federal, State, and local laws, rules, regulations, ordinances, or directives, and all provisions required thereby to be included in this Contract are hereby incorporated by reference.
2. Contractor shall defend, indemnify, and hold County harmless from and against any and all liability, damages, costs, and expenses, including, but not limited to, defense costs and attorneys' fees arising from or related to any violation on the part of Contractor or its employees, agents, or Subcontractors of any such laws, rules, regulations, ordinances, or directives.

G. Compliance with Civil Rights Laws

Contractor hereby assures that it will comply with Subchapter VI of the Civil Rights Act of 1964, 42 USC Sections 2000 (e)(1) through 2000 (e)(17), to the end that no person shall, on the grounds of race, creed, color, sex, religion, ancestry, age, condition of physical disability, marital status, political affiliation, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Contract or under any project, program, or activity supported by this Contract. Contractor shall comply with its EEO Certification (Form PW-7).

H. Confidentiality

1. Contractor shall maintain the confidentiality of all records obtained from County under this Contract in accordance with all applicable Federal, State, and local laws, ordinances, **regulations**, and directives relating to confidentiality.
2. Contractor shall inform all of its officers, employees, agents, and Subcontractors providing services hereunder of the confidentiality provisions of this Contract.

I. Conflict of Interest

1. No County employee whose position with County enables such employee to influence the award of this Contract or any competing contract, and no spouse or economic dependent of such employee shall be employed in any capacity by Contractor or have any other direct or indirect financial interest in this Contract. No officer or employee of Contractor who may financially benefit from the performance of the work hereunder shall in any way participate in County's approval, or ongoing evaluation, of such work, or in any way attempt to unlawfully influence County's approval or ongoing evaluation of such work.
2. Contractor represents and warrants that it is aware of, and its authorized officers have read, the provisions of Los Angeles County Code, Section 2.180.010, "Certain Contracts Prohibited," and that execution of this Agreement will not violate those provisions. Contractor shall comply with all conflict of interest laws, ordinances, and regulations now in effect or hereafter to be enacted during the term of this Contract. Contractor warrants that it is not now aware of any facts that create a conflict of interest. If Contractor hereafter becomes aware of any facts that might reasonably be expected to create a conflict of interest, it shall immediately make full written disclosure of such facts to County. Full written disclosure shall include, but is not limited to, identification of all persons implicated and a complete description of all relevant circumstances. Failure to comply with the provisions of this paragraph shall be a material breach of this Contract

subjecting Contractor to either contract termination for default or debarment proceedings or both. Contractor must sign and adhere to the "Conflict of Interest Certification" (Form PW-5).

J. Consideration of Hiring County Employees Targeted for Layoffs or Former County Employee on Reemployment List

Should Contractor require additional or replacement personnel after the effective date of this Contract to perform the services set forth herein, Contractor shall give first consideration for such employment openings to qualified permanent County employees who are targeted for layoff or qualified, former County employees who are on a reemployment list during the life of this Contract.

K. Consideration of Hiring GAIN and GROW Participants

1. Should Contractor require additional or replacement personnel after the effective date of this Contract, Contractor shall give consideration for any such employment openings to participants in County's Department of Public Social Services' Greater Avenues for Independence (GAIN) Program and General Relief Opportunity for Work (GROW) Program who meet Contractor's minimum qualifications for the open position. For this purpose, consideration shall mean that Contractor will interview qualified candidates. County will refer GAIN and GROW participants by category to Contractor.
2. In the event that both laid-off County employees and GAIN and GROW participants are available for hiring, County employees shall be given first priority.

L. Contractor's Acknowledgment of County's Commitment to Child Support Enforcement

Contractor acknowledges that County places a high priority on the enforcement of child support laws and the apprehension of child support evaders. Contractor understands that it is County's policy to encourage all County Contractors to voluntarily post County's L.A.'s Most Wanted: Delinquent Parents poster in a prominent position at Contractor's place of business. County's Child Support Services Department will supply Contractor with the poster to be used.

M. Contractor's Charitable Activities Compliance

The Supervision of Trustees and Fundraisers for Charitable Purposes Act regulates entities receiving or raising charitable contributions. The "Nonprofit Integrity Act of 2004" (SB 1262, Chapter 919) increased Charitable Purposes Act requirements. By requiring Contractors to complete the Charitable Contributions Certification (Form PW-12), County seeks to ensure that all County Contractors which receive or raise charitable contributions comply with California law in order to protect County and its taxpayers. A Contractor which receives or

raises charitable contributions without complying with its obligations under California law commits a material breach subjecting it to either contract termination for default or debarment proceedings or both. (Los Angeles County Code Chapter 2.202)

N. Contractor's Warranty of Adherence to County's Child Support Compliance Program

1. Contractor acknowledges that County has established a goal of ensuring that all individuals who benefit financially from County through contracts are in compliance with their court-ordered child, family, and spousal support obligations in order to mitigate the economic burden otherwise imposed upon County and its taxpayers.
2. As required by County's Child Support Compliance Program (Los Angeles County Code Chapter 2.200), and without limiting Contractor's duty under this Contract to comply with all applicable provisions of law, Contractor warrants that it is now in compliance and shall during the term of this Contract maintain compliance with the employment and wage reporting requirements as required by the Federal Social Security Act (42 USC Section 653a) and California Unemployment Insurance Code Section 1088.5, and shall implement all lawfully served Wage and Earnings Withholding Orders or Child Support Services Department Notices of Wage and Earnings Assignment for Child, Family, or Spousal Support, pursuant to Code of Civil Procedure Section 706.031 and Family Code Section 5246(b).

O. County's Quality Assurance Plan

County or its agent will evaluate Contractor's performance under this Contract on not less than an annual basis. Such evaluation will include assessing Contractor's compliance with all this Contract's terms and conditions and performance standards. Contractor deficiencies which County determines are severe or continuing and that may place performance of this Contract in jeopardy, if not corrected, will be reported to the Board. The report will include improvement/corrective action measures taken by County and Contractor. If improvement does not occur consistent with the corrective action measures, County may suspend or terminate this Contract for default or impose other penalties as specified in this Contract.

P. Damage to County Facilities, Buildings, or Grounds

1. Contractor shall repair, or cause to be repaired, at its own cost, any and all damage to County facilities, buildings, or grounds caused by Contractor or employees or agents of Contractor.
2. Such repairs shall be made immediately after Contractor has become aware of such damage, but in no event later than 30 days after the

occurrence. If Contractor fails to make timely repairs, County may make any necessary repairs. All costs incurred by County, as determined by County, for such repairs shall be repaid by Contractor by cash payment upon demand. County may deduct from any payment otherwise due Contractor for costs incurred by County to make such repairs.

Q. Employment Eligibility Verification

1. Contractor warrants that it fully complies with all Federal and State statutes and regulations regarding the employment of aliens and others and that all of its employees performing work under this Contract meet the citizenship or alien status requirements set forth in Federal and State statutes and regulations. Contractor shall obtain, from all covered employees performing services hereunder, all verification and other documentation of employment eligibility status required by Federal and State statutes and regulations including, but not limited to, the Immigration Reform and Control Act of 1986 (P.L. 99-603), or as they currently exist and as they may be hereafter amended. Contractor shall retain all such documentation for all covered employees for the period prescribed by law.
2. Contractor shall indemnify, defend, and hold harmless, the County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees and Volunteers from employer sanctions and any other liability which may be assessed against Contractor or County or both in connection with any alleged violation of Federal or State statutes or regulations pertaining to the eligibility for employment of persons performing services under this Contract.

R. Facsimile Representations

At the discretion of County, County may agree to regard facsimile representations of original signatures of Contractor's authorized officers, when appearing in appropriate places on the change notices and amendments prepared pursuant to this Exhibit's Amendments, and received via communications facilities, as legally sufficient evidence that such original signatures have been affixed to change notices and amendments to this Contract, such that the Contractor need not follow up facsimile transmissions of such documents with subsequent (nonfacsimile) transmission of "original" versions of such documents.

S. Fair Labor Standards

Contractor shall comply with all applicable provisions of the Federal Fair Labor Standards Act and shall indemnify, defend, and hold harmless the County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees and Volunteers from any and all liability, including, but not limited to, wages, overtime pay, liquidated damages, penalties, court costs, and attorneys' fees arising under

any wage and hour law, including, but not limited to, the Federal Fair Labor Standards Act, for work performed by Contractor's employees for which County may be found jointly or solely liable.

T. Force Majeure

1. Neither party shall be liable for such party's failure to perform its obligations under and in accordance with this Contract, if such failure arises out of fires, floods, epidemics, quarantine restrictions, other natural occurrences, strikes, lockouts (other than a lockout by such party or any of such party's subcontractors), freight embargoes, or other similar events to those described above, but in every such case the failure to perform must be totally beyond the control and without any fault or negligence of such party (such events are referred to in this sub-paragraph as "force majeure events").
2. Notwithstanding the foregoing, a default by a subcontractor of Contractor shall not constitute a force majeure event, unless such default arises out of causes beyond the control of both Contractor and such subcontractor, and without any fault or negligence of either of them. In such case, Contractor shall not be liable for failure to perform, unless the goods or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit Contractor to meet the required performance schedule. As used in this sub-paragraph, the term "subcontractor" and "subcontractors" mean subcontractors at any tier.
3. In the event Contractor's failure to perform arises out of a force majeure event, Contractor agrees to use commercially reasonable best efforts to obtain goods or services from other sources, if applicable, and to otherwise mitigate the damages and reduce the delay caused by such force majeure event.

U. Governing Laws, Jurisdiction, and Venue

This Contract shall be governed by, and construed in accordance with the laws of the State of California. To the maximum extent permitted by applicable law, Contractor and County agree and consent to the exclusive jurisdiction of the courts of the State of California for all purposes concerning this Contract and further agree and consent that venue of any action brought in connection with or arising out of this Contract, shall be exclusively in the County of Los Angeles.

V. Most Favored Public Entity

If the Contractor's prices decline, or should the Contractor at any time during the term of this Contract provide the same goods or services under similar quantity and delivery conditions to the State of California or any county, municipality, or

district of the State at prices below those set forth in this Contract, then such lower prices shall be immediately extended to the County.

W. Nondiscrimination and Affirmative Action

1. Contractor certifies and agrees that all persons employed by it, its affiliates, subsidiaries, or holding companies are and shall be treated equally without regard to or because of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, in compliance with all applicable Federal and State antidiscrimination laws and regulations.
2. Contractor shall certify to, and comply with, the provisions of Contractor's EEO Certification (Form PW-7).
3. Contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, in compliance with all applicable Federal and State antidiscrimination laws and regulations. Such action shall include, but not be limited to, employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection of training, including apprenticeship.
4. Contractor certifies and agrees that it will deal with its Subcontractors, bidders, or vendors without regard to or because of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation.
5. Contractor certifies and agrees that it, its affiliates, subsidiaries, or holding companies shall comply with all applicable Federal and State laws and regulations to the end that no person shall, on the grounds of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Contract or under any project, program, or activity supported by this Contract.
6. Contractor shall allow County representatives access to Contractor's employment records during regular business hours to verify compliance with the provisions of this paragraph when so requested by County.
7. If County finds that any of the above provisions have been violated, such violation shall constitute a material breach of this Contract upon which County may terminate for default or suspend this Contract. While County reserves the right to determine independently that the antidiscrimination provisions of this Contract have been violated, in addition, a determination

by the California Fair Employment Practices Commission or the Federal Equal Employment Opportunity Commission that Contractor has violated Federal or State antidiscrimination laws or regulations shall constitute a finding by County that Contractor has violated the antidiscrimination provisions of this Contract.

8. The parties agree that in the event Contractor violates any of the antidiscrimination provisions of this Contract, County shall, at its sole option, be entitled to a sum of \$500 for each violation pursuant to California Civil Code Section 1671 as liquidated damages in lieu of terminating or suspending this Contract.

X. Nonexclusivity

Nothing herein is intended nor shall be construed as creating any exclusive arrangement with Contractor. This Contract shall not restrict County from acquiring similar, equal, or like goods and/or services from other entities or sources.

Y. No Payment for Services Provided Following Expiration/Suspension/Termination of Contract

Contractor shall have no claim against County for payment of any money or reimbursement, of any kind whatsoever, for any service provided by Contractor after the expiration, suspension, or other termination of this Contract. Should Contractor receive any such payment, it shall immediately notify County and shall immediately repay all such funds to County. Payment by County for services rendered after expiration/suspension/termination of this Contract shall not constitute a waiver of County's right to recover such payment from Contractor. This provision shall survive the expiration/suspension/termination of this Contract.

Z. Notice of Delays

Except as otherwise provided under this Contract, when either party has knowledge that any actual or potential situation is delaying or threatens to delay the timely performance of this Contract, that party shall, within one business day, give notice thereof, including all relevant information with respect thereto, to the other party.

AA. Notice of Disputes

Contractor shall bring to the attention of the Contract Manager any dispute between County and Contractor regarding the performance of services as stated in this Contract. If the Contract Manager is not able to resolve the dispute, the Director will resolve it.

BB. Notice to Employees Regarding the Federal Earned Income Credit

Contractor shall notify its employees, and shall require each Subcontractor to notify its employees, that they may be eligible for the Federal Earned Income Credit under the Federal income tax laws. Such notice shall be provided in accordance with the requirements set forth in Internal Revenue Service Notice 1015 (Exhibit C).

CC. Notices

Notices desired or required to be given under these Specifications, Conditions, or Terms herein or any law now or hereafter in effect may, at the option of the party giving the same, be given by enclosing the same in a sealed envelope addressed to the party for whom intended and by depositing such envelope with postage prepaid with the United States Post Office and any such notice and the envelope containing the same shall be addressed to Contractor at its place of business, or such other place as may be hereinafter designated in writing by Contractor. The notices and envelopes containing the same to County shall be addressed to:

Chief, Administrative Services Division
County of Los Angeles Department of Public Works
P.O. Box 1460
Alhambra, CA 91802-1460

In the event of suspension or termination of this Contract, notices may also be given upon personal delivery to any person whose actual knowledge of such suspension or termination would be sufficient notice to Contractor. Actual knowledge of such suspension or termination by an individual Contractor or by a copartner, if Contractor is a partnership; or by the president, vice president, secretary, or general manager, if Contractor is a corporation; or by the managing agent regularly in charge of the work on behalf of said Contractor shall in any case be sufficient notice.

DD. Publicity

Contractor shall not disclose any details in connection with this Contract to any person or entity except as may be otherwise provided hereunder or required by law. However, in recognizing Contractor's need to identify its services and related clients to sustain itself, County shall not inhibit Contractor from publicizing its role under this Contract within the following conditions:

1. Contractor shall develop all publicity material in a professional manner.
2. During the term of this Contract, Contractor shall not, and shall not authorize another to, publish or disseminate commercial advertisements, press releases, feature articles, or other materials using the name of County without the prior written consent of the Contract Manager. County shall not unreasonably withhold such written consent.

3. Contractor may, without prior written consent of County, indicate in its proposals and sales materials that it has been awarded this Contract with County, provided that the requirements of this paragraph shall apply.

EE. Public Records Act

1. Any documents submitted by Contractor; all information obtained in connection with County's right to audit and inspect Contractor's documents, books, and accounting records pursuant to this Exhibit's Record Retention and Inspection/Audit Settlement, of this Contract; as well as those documents which were required to be submitted in response to the RFP used in the solicitation process for this Contract, become the exclusive property of County. All such documents become a matter of public record and shall be regarded as public records, except those documents that are marked "trade secret," "confidential," or "proprietary" and are deemed excluded from disclosure under Government Code 6250 et seq. (Public Records Act). County shall not in any way be liable or responsible for the disclosure of any such records including, with limitation, those so marked, if disclosure is required by law, or by an order issued by a court of competent jurisdiction.
2. In the event County is required to defend an action on a Public Records Act request for any of the aforementioned documents, information, books, records, and/or contents of a proposal marked "trade secret," "confidential," or "proprietary," Contractor agrees to defend and indemnify County from all costs and expenses, including reasonable attorney's fees, in connection with any requested action or liability arising under the Public Records Act.

FF. Record Retention and Inspection/Audit Settlement

Contractor shall maintain accurate and complete financial records of its activities and operations relating to this Contract in accordance with generally accepted accounting principles. Contractor shall also maintain accurate and complete employment and other records relating to its performance of this Contract. Contractor agrees that County, or its authorized representatives, shall have access to and the right to examine, audit, excerpt, copy, or transcribe any pertinent transaction, activity, or record relating to this Contract. All such material, including, but not limited to, all financial records, bank statements, cancelled checks, or other proof of payment, timecards, sign-in/sign-out sheets, and other time and employment records, and proprietary data and information, shall be kept and maintained by Contractor and shall be made available to County during the term of this Contract and for a period of five years thereafter unless County's written permission is given to dispose of any such material prior to such time. All such material shall be maintained by Contractor at a location in County, provided that if any such material is located outside County, then, at County's option, Contractor

shall pay County for travel, per diem, and other costs incurred by County to examine, audit, excerpt, copy, or transcribe such material at such other location.

1. In the event that an audit of Contractor is conducted specifically regarding this Contract by any Federal or State auditor, or by any auditor or accountant employed by Contractor or otherwise, then Contractor shall file a copy of such audit report with County's Auditor-Controller within 30 days of Contractor's receipt thereof, unless otherwise provided by applicable Federal or State law or under this Contract. Subject to applicable law, County shall make a reasonable effort to maintain the confidentiality of such audit report(s).
2. Failure on the part of Contractor to comply with any of the provisions of this paragraph shall constitute a material breach of this Contract upon which County may suspend or terminate for default or suspend this Contract.
3. If, at any time during the term of this Contract or within five years after the expiration or termination of this Contract, representatives of County conduct an audit of Contractor regarding the work performed under this Contract, and if such audit finds that County's dollar liability for any such work is less than payments made by County to Contractor, then the difference shall be either: a) repaid by Contractor to County by cash payment upon demand or b) at the sole option of County's Auditor-Controller, deducted from any amounts due to Contractor from County, whether under this Contract or otherwise. If such audit finds that County's dollar liability for such work is more than the payments made by County to Contractor, then the difference shall be paid to Contractor by County by cash payment, provided that in no event shall County's maximum obligation for this Contract exceed the funds appropriated by County for the purpose of this Contract.
4. In addition to the above, the Contractor agrees, should the County or its authorized representatives determine, in the County's sole discretion, that it is necessary or appropriate to review a broader scope of the Contractor's records (including, certain records related to non-County contracts) to enable the County to evaluate the Contractor's compliance with the County's Living Wage Program, that the Contractor shall promptly and without delay provide to the County, upon the written request of the County or its authorized representatives, access to and the right to examine, audit, excerpt, copy, or transcribe any and all transactions, activities, or records relating to any of its employees who have provided services to the County under this Contract, including without limitation, records relating to work performed by said employees on the Contractor's non-County contracts. The Contractor further acknowledges that the foregoing requirement in this subparagraph relative to Contractor's employees who have provided services to the County under this Contract is for the purpose of enabling the County in its discretion to verify the Contractor's full compliance with and adherence to California labor laws and

the County's Living Wage Program. All such materials and information, including, but not limited to, all financial records, bank statements, cancelled checks or other proof of payment, timecards, sign-in/sign-out sheets and other time and employment records, and proprietary data and information, shall be kept and maintained by the Contractor and shall be made available to the County during the term of this Contract and for a period of five (5) years thereafter unless the County's written permission is given to dispose of any such materials and information prior to such time. All such materials and information shall be maintained by the Contractor at a location in Los Angeles County, provided that if any such materials and information is located outside Los Angeles County, then, at the County's option, the Contractor shall pay the County for travel, per diem, and other costs incurred by the County to examine, audit, excerpt, copy, or transcribe such materials and information at such other location.

GG. Recycled-Content Paper Products

Consistent with Board policy to reduce the amount of solid waste deposited at County landfills, Contractor agrees to use recycled-content paper to the maximum extent possible under this Contract.

HH. Contractor's Employee Criminal Background Investigation

Each of the Contractor's staff performing services under this Contract who is in a designated sensitive position, as determined by the County in County's sole discretion, shall undergo and pass a background investigation to the satisfaction of County as a condition of beginning and continuing to perform services under this Contract. Such background investigation must be obtained through fingerprints submitted to the California Department of Justice to include State and local-level review, which may include, but shall not be limited to, criminal conviction information. The fees associated with the background investigation shall be at the expense of the Contractor, regardless if the member of Contractor's staff passes or fails the background investigation.

II. Subcontracting

The requirements of this Contract may not be subcontracted by Contractor without the advance written approval of County. Any attempt by Contractor to subcontract without the prior written consent of County may be deemed a material breach of this Contract and the County may suspend or terminate for this Contract default.

1. If Contractor desires to subcontract, Contractor shall provide the following information promptly at County's request:
 - a. A description of the work to be performed by the Subcontractor.
 - b. A draft copy of the proposed subcontract.

- c. Other pertinent information and/or certifications requested by County.
2. Contractor shall indemnify and hold County harmless with respect to the activities of each and every Subcontractor in the same manner and to the same degree as if such Subcontractor(s) were Contractor employees.
3. Contractor shall remain fully responsible for all performances required of it under this Contract, including those that the Contractor has determined to subcontract, notwithstanding County's approval of Contractor's proposed subcontract.
4. County's consent to subcontract shall not waive County's right to prior and continuing approval of any and all personnel, including Subcontractor employees, providing services under this Contract. Contractor is responsible to notify its Subcontractors of this County right.
5. County's Contract Manager is authorized to act for and on behalf of County with respect to approval of any subcontract and Subcontractor employees.
6. Contractor shall be solely liable and responsible for all payments or other compensation to all Subcontractors and their officers, employees, agents, and successors in interest arising through services performed hereunder, notwithstanding County's consent to subcontract.
7. Contractor shall obtain certificates of insurance, which establish that the Subcontractor maintains all the programs of insurance required by County from each approved Subcontractor. Contractor shall ensure delivery of all such documents to Administrative Services Division, P.O. Box 1460, Alhambra, California 91802-1460, before any Subcontractor employee may perform any work hereunder.
8. Employee Leasing is prohibited.

JJ. Validity

If any provision of this Contract or the application thereof to any person or circumstance is held invalid, the remainder of this Contract and the application of such provision to other persons or circumstances shall not be affected thereby.

KK. Waiver

No waiver by County of any breach of any provision of this Contract shall constitute a waiver of any other breach of said provision or of any other provision of this Contract. Failure of County to enforce at anytime, or from time to time, any provision of this Contract shall not be construed as a waiver thereof.

LL. Warranty Against Contingent Fees

1. Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this Contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by Contractor for the purpose of securing business.
2. For breach of this warranty, County shall have the right, in its sole discretion, to suspend or terminate this Contract for default, deduct from amounts owing to the Contractor, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

SECTION 3

TERMINATIONS/SUSPENSIONS

A. Termination/Suspension for Breach of Warranty to Maintain Compliance with County's Child Support Compliance Program

Failure of Contractor to maintain compliance with the requirements set forth in this Exhibit's Contractor's Warranty of Adherence to County's Child Support Compliance Program shall constitute a default under this Contract. Without limiting the rights and remedies available to County under any other provision of this Contract, failure of Contractor to cure such default within 90 calendar days of written notice shall be grounds upon which the County may suspend or terminate this Contract pursuant to this Exhibit's Termination/Suspension for Default, and pursue debarment of Contractor pursuant to Los Angeles County Code Chapter 2.202.

B. Termination/Suspension for Convenience

1. This Contract may be suspended or terminated, in whole or in part, from time to time, when such action is deemed by County, in its sole discretion, to be in its best interest. Suspension or termination of work hereunder shall be effected by notice of suspension or termination to Contractor specifying the extent to which performance of work is suspended or terminated and the date upon which such suspension or termination becomes effective. The date upon which such suspension or termination becomes effective shall be no less than 10 days after the notice is sent.
2. After receipt of a notice of suspension or termination and except as otherwise directed by County, Contractor shall:
 - a. Stop work under this Contract on the date and to the extent specified in such notice; and
 - b. Complete performance of such part of the work as shall not have been suspended or terminated by such notice.
3. All material including books, records, documents, or other evidence bearing on the costs and expenses of Contractor under this Contract shall be maintained by Contractor in accordance with this Exhibit's Record Retention and Inspection/Audit Settlement.
4. If this Contract is suspended or terminated, Contractor shall complete within the Director's suspension or termination date contain within the notice of suspension or termination, those items of work which are in various stages of completion, which the Director has advised the Contractor are necessary to bring the work to a timely, logical, and orderly end. Reports, samples, and other materials prepared by Contractor under

this Contract shall be delivered to County upon request and shall become the property of County.

C. Termination/Suspension for Default

1. County may, by written notice to Contractor, suspend or terminate the whole or any part of this Contract, if, in the judgment of the County:
 - a. Contractor has materially breached this Contract; or
 - b. Contractor fails to timely provide and/or satisfactorily perform any task, deliverable, service, or other work required under this Contract; or
 - c. Contractor fails to demonstrate a high probability of timely fulfillment of performance requirements under this Contract, or of any obligations of this Contract and in either case, fails to demonstrate convincing progress toward a cure within five working days (or such longer period as County may authorize in writing) after receipt of written notice from County specifying such failure.
2. In the event County suspends or terminates this Contract in whole or in part pursuant to this paragraph, County may procure, upon such terms and in such manner, as County may deem appropriate, goods and services similar to those so suspended or terminated. Contractor shall be liable to County for any and all excess costs incurred by County, as determined by County, for such similar goods and services. Contractor shall continue the performance of this Contract to the extent not suspended or terminated under the provisions of this paragraph.
3. Except with respect to defaults of any Subcontractor, Contractor shall not be liable for any excess costs of the type identified in subparagraph "2" above, if its failure to perform this Contract arises out of causes beyond the control and without the fault or negligence of Contractor. Such causes may include, but are not limited to, acts of God or of the public enemy, acts of County in either its sovereign or contractual capacity, acts of the Federal or State government in its sovereign capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but in every case, the failure to perform must be beyond the control and without the fault or negligence of Contractor. If the failure to perform is caused by the default of a Subcontractor, and if such default arises out of causes beyond the control of both Contractor and Subcontractor, and without the fault or negligence of either of them, Contractor shall not be liable for any such excess costs for failure to perform, unless the goods or services to be furnished by the Subcontractor were obtainable from other sources in sufficient time to permit Contractor to meet the required delivery schedule.

4. If, after County has given notice of termination or suspension under the provisions of this paragraph, it is determined by County that Contractor was not in default under the provisions of this paragraph or that the default was excusable under the provisions of this paragraph, the rights and obligations of the parties shall be the same as if the notice of termination or suspension had been issued pursuant to this Exhibit's Termination/Suspension for Convenience.
5. The rights and remedies of County provided in this paragraph shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.
6. As used herein, the terms "Subcontractor" and "Subcontractors" mean subcontractor at any tier.

D. Termination/Suspension for Improper Consideration

1. County may, by written notice to Contractor, immediately suspend or terminate the right of Contractor to proceed under this Contract if it is found that consideration, in any form, was offered or given by Contractor, either directly or through an intermediary, to any County officer, employee, or agent with the intent of securing this Contract or securing favorable treatment with respect to the award, amendment, extension of this Contract, or the making of any determinations with respect to Contractor's performance pursuant to this Contract. In the event of such termination or suspension, County shall be entitled to pursue those same remedies against Contractor as it could pursue in the event of default by Contractor.
2. Contractor shall immediately report any attempt by a County officer or employee to solicit such improper consideration. The report shall be made either to County manager charged with the supervision of the employee or to County Auditor-Controller's Employee Fraud Hotline at (800) 544-6861.
3. Among other items, such improper consideration may take the form of cash; discounts; services; the provision of travel, entertainment, or tangible gifts.

E. Termination/Suspension for Insolvency

1. County may suspend or terminate this Contract forthwith in the event of the occurrence of any of the following:
 - a. Insolvency of Contractor. Contractor shall be deemed to be insolvent if it has ceased to pay its debts for at least 60 days in the ordinary course of business or cannot pay its debts as they become due, whether or not a petition has been filed under the Federal Bankruptcy

Code, and whether or not Contractor is insolvent within the meaning of the Federal Bankruptcy Code;

- b. The filing of a voluntary or involuntary bankruptcy petition relative to Contractor under the Federal Bankruptcy Code;
 - c. The appointment of a bankruptcy Receiver or Trustee for Contractor;
or
 - d. The execution by Contractor of a general assignment for the benefits of creditors.
2. The rights and remedies of County provided in this paragraph shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

F. Termination/Suspension for Nonadherence to County Lobbyists Ordinance

Contractor, and each County lobbyist or County lobbying firm as defined in Los Angeles County Code Section 2.160.010, retained by Contractor, shall fully comply with County's Lobbyist Ordinance, Los Angeles County Code Chapter 2.160. Failure on the part of Contractor or any County Lobbyists or County Lobbying firm retained by Contractor to fully comply with County's Lobbyist Ordinance shall constitute a material breach of this Contract, upon which County may in its sole discretion, immediately suspend or terminate for default of this Contract.

G. Termination/Suspension for Nonappropriation of Funds

Notwithstanding any other provision of this Contract, County shall not be obligated for Contractor's performance hereunder or by any provision of this Contract during any of County's future fiscal years unless and until the Board appropriates funds for this Contract in County's budget for each such future fiscal year. In the event that funds are not appropriated for this Contract, then this Contract may be suspended or terminated as of June 30 of the last fiscal year for which funds were appropriated. County will notify Contractor in writing of any such nonallocation of funds at the earliest possible date.

SECTION 4

GENERAL CONDITIONS OF CONTRACT WORK

A. Authority of Public Works and Inspection

The Director will have the final authority in all matters affecting the work covered by this Contract's Terms, Requirement, Conditions, and Specifications. On all questions relating to work acceptability or interpretations of these Terms, Requirements, Conditions, and Specifications, the decision of the Director will be final.

B. Cooperation

Contractor shall cooperate with Public Works' forces engaged in any other activities at the jobsite. Contractor shall carry out all work in a diligent manner and according to instructions of the Director.

C. Cooperation and Collateral Work

Contractor shall perform work as directed by the Director. The Director will be supported by other Public Works personnel in assuring satisfactory performance of the work under these Specifications and that satisfactory contract controls and conditions are maintained.

D. Equipment, Labor, Supervision, and Materials

All equipment, labor, supervision, and materials required to accomplish this Contract, except as might be specifically outlined in other sections, shall be provided by Contractor.

E. Gratuitous Work

Contractor agrees that should work be performed outside the Scope of Work indicated and without Public Works' prior written approval in accordance with this Exhibit's Amendments, such work shall be deemed to be a gratuitous effort by Contractor, and Contractor shall have no claim against County.

F. Jobsite Safety

Contractor shall be solely responsible for ensuring that all work performed under this Contract is performed in strict compliance with all applicable Federal, State, and local occupational safety regulations. Contractor shall provide at its expense all safeguards, safety devices, and protective equipment and shall take any and all actions appropriate to providing a safe jobsite.

G. Labor

No person shall be employed on any work under this Contract who is found to be intemperate, troublesome, disorderly, or is otherwise objectionable to Public Works. Any such person shall be reassigned immediately and not again employed on Public Works' projects or providing services.

H. Labor Law Compliance

Contractor, its agents, and employees shall be bound by and shall comply with all applicable provisions of the Labor Code of the State of California as well as all other applicable Federal, State, and local laws related to labor, including compliance with prevailing wage laws. The Contractor is responsible for selecting the classification of workers, which will be required to perform this service in accordance with the Contractor's method of performing the work and when applicable, is required to pay current prevailing wage rates adopted by the Director of the Department of Industrial Relations and will indemnify the County for any claims resulting from their failure to so comply. Contractor shall comply with Labor Code Section 1777.5 with respect to the employment of apprentices.

I. Overtime

Eight hours labor constitutes a legal day's work. Work in excess thereof, or greater than 40 hours during any one week, shall be permitted only as authorized by and in accordance with Labor Code Section 1815 et seq.

J. Permits/Licenses

Contractor shall be fully responsible for possessing or obtaining all permits/licenses, except as might be specifically outlined in other sections, from the appropriate Federal, State, or local authorities relating to work to be performed under this Contract.

K. Prohibition Against Use of Child Labor

1. Contractor shall:

- a. Not knowingly sell or supply to County any products, goods, supply, or other personal property manufactured in violation of child labor standards set by the International Labor Organization through its 1973 Convention Concerning Minimum Age for Employment;
- b. Upon request by County, identify the country/countries of origin of any products, goods, supplies, or other personal property Contractor sells or supplies to County;

- c. Upon request by County, provide to County the manufacturer's certification of compliance with all international child labor conventions; and
 - d. Should County discover that any products, goods, supplies, or other personal property sold or supplied by Contractor to County are produced in violation of any international child labor conventions, Contractor shall immediately provide an alternative, compliant source of supply.
2. Failure by Contractor to comply with provisions of this paragraph will constitute a material breach of this Contract and will be grounds for immediate suspension or termination of this Contract for default.

L. Public Convenience

Contractor shall conduct operations to cause the least possible obstruction and inconvenience to public traffic or disruption to the peace and quiet of the area within which the work is being performed.

M. Public Safety

It shall be Contractor's responsibility to maintain security against public hazards at all times while performing work at Public Works' jobsites.

N. Quality of Work

Contractor shall provide the County high and consistent quality work under this Contract and which is at least equivalent to that which Contractor provides to all other clients it serves. All work shall be executed by experienced and well-trained workers. All work shall be under supervision of a well-qualified supervisor. Contractor also agrees that work shall be furnished in a professional manner and according to these Specifications.

O. Quantities of Work

Contractor shall be allowed no claims for anticipated profits or for any damages of any sort because of any difference between the work estimated by Contractor in responding to County's solicitation and actual quantities of work done under this Contract or for work decreased or eliminated by County.

P. Safety Requirements

Contractor shall be responsible for the safety of equipment, material, and personnel under Contractor's jurisdiction during the work.

Q. Storage of Material and Equipment

Contractor shall not store material or equipment at the jobsite, except as might be specifically authorized by this Contract. County will not be liable or responsible for any damage, by whatever means, or for the theft of Contractor's material or equipment from any jobsite.

R. Transportation

County will not provide transportation to and from the jobsite and will not provide travel around the limits of the jobsite.

S. Work Area Controls

1. Contractor shall comply with all applicable laws and regulations. Contractor shall maintain work area in a neat, orderly, clean, and safe manner. Contractor shall avoid spreading out equipment excessively. Location and layout of all equipment and materials at each jobsite will be subject to the Contract Manager's approval.
2. Contractor shall be responsible for the security of any and all of Public Works/County facilities in its care. Contractor shall provide protection against vandalism and accidental and malicious damage, both during working and nonworking hours.

T. County Contract Database/CARD

The County maintains databases that track/monitor contractor performance history. Information entered into such databases may be used for a variety of purposes, including determining whether the County will exercise a contract term extension option.

SECTION 5

INDEMNIFICATION AND INSURANCE REQUIREMENTS

A. Independent Contractor Status

1. This Contract is by and between County and Contractor and is not intended, and shall not be construed, to create the relationship of agent, servant, employee, partnership, joint venture, or association, as between County and Contractor. The employees and agents of one party shall not be, or be construed to be, the employees or agents of the other party for any purpose whatsoever.
2. Contractor shall be solely liable and responsible for providing to, or on behalf of, all persons performing work pursuant to this Contract all compensation and benefits. County shall have no liability or responsibility for the payment of any salaries, wages, unemployment benefits, disability benefits, Federal, State, or local taxes, or other compensation, benefits, or taxes for any personnel provided by or on behalf of Contractor.
3. Contractor understands and agrees that all persons performing work pursuant to this Contract are, for purposes of Workers' Compensation liability, solely employees of Contractor and not employees of County. Contractor shall be solely liable and responsible for furnishing any and all Workers' Compensation benefits to any person as a result of any injuries arising from or connected with any work performed by or on behalf of Contractor pursuant to this Contract.

B. Indemnification

CONTRACTOR shall indemnify, defend, and hold harmless the County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees and Volunteers ("County Indemnitees") from and against any and all liability, including, but not limited to, demands, claims, actions, fees, costs, and expenses of any nature whatsoever (including attorney and expert witness fees), arising from or connected with CONTRACTOR'S acts and/or omissions arising from and/or relating to this Contract, except for such loss or damage arising from the sole negligence or willful misconduct of COUNTY Indemnitees.

C. Workplace Safety Indemnification

In addition to and without limiting the indemnification required by this Exhibit's Section 5.B (above), and to the extent allowed by law, Contractor agrees to defend, indemnify, and hold harmless the County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees and Volunteers from and against any and all investigations, complaints, citations, liability, expense (including defense costs and legal fees), claims, and/or causes of action for damages of any nature whatsoever, including, but not limited to, injury or death to employees of Contractor,

its Subcontractors or County, attributable to any alleged act or omission of Contractor and/or its Subcontractors which is in violation of any Cal/OSHA regulation. The obligation to defend, indemnify, and hold harmless County includes all investigations and proceedings associated with purported violations of Section 336.10 of Title 8 of the California Code of Regulations pertaining to multiemployer worksites. Contractor shall not be obligated to indemnify for liability and expenses arising from the active negligence of County. County may deduct from any payment otherwise due Contractor any costs incurred or anticipated to be incurred by County, including legal fees and staff costs, associated with any investigation or enforcement proceeding brought by Cal/OSHA arising out of the work being performed by Contractor under this Contract.

D. General Insurance Requirements

1. Without limiting Contractor's indemnification of County, and in the performance of this Contract and until all of its obligations pursuant to this Contract have been met, Contractor shall provide and maintain at its own expense insurance coverage satisfying the requirements specified in this Paragraph and Paragraph F of this Section. These minimum insurance coverage terms, types and limits (the "Required Insurance") also are in addition to and separate from any other contractual obligation imposed upon Contractor pursuant to this Contract. The County in no way warrants that the Required Insurance is sufficient to protect the Contractor for liabilities which may arise from or relate to this Contract.
2. Evidence of Coverage and Notice to County - A certificate(s) of insurance coverage (Certificate) satisfactory to County, and a copy of an Additional Insured endorsement confirming the County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees and Volunteers has been given Insured status under the Contractor's General Liability policy, shall be delivered to County at the address shown below and provided prior to commencing services under this Contract.
 - a. Renewal Certificates shall be provided to County not less than 10 days prior to Contractor's policy expiration dates. The County reserves the right to obtain complete, certified copies of any required Contractor and/or Subcontractor insurance policies at any time.
 - b. Certificates shall identify all Required Insurance coverage types and limits specified herein, reference this Contract by name or number, and be signed by an authorized representative of the insurer(s). The Insured party named on the Certificate shall match the name of the Contractor identified as the contracting party in this Contract. Certificates shall provide the full name of each insurer providing coverage, its NAIC (National Association of Insurance Commissioners) identification number, its financial rating, the

amounts of any policy deductibles or self-insured retentions exceeding fifty thousand (\$50,000.00) dollars, and list any County required endorsement forms.

- c. Neither the County's failure to obtain, nor the County's receipt of, or failure to object to a non-complying insurance certificate or endorsement, or any other insurance documentation or information provided by the Contractor, its insurance broker(s) and/or insurer(s), shall be construed as a waiver of any of the Required Insurance provisions.
- d. Certificates and copies of any required endorsements shall be sent to:

County of Los Angeles
Department of Public Works, Administrative Services Division
P.O. Box 1460
Alhambra, California 91802-1460
Attention of: Contract Analyst (noted in the RFP Notice)

- e. Contractor also shall promptly report to County any injury or property damage accident or incident, including any injury to a Contractor employee occurring on County property, and any loss, disappearance, destruction, misuse, or theft of County property, monies or securities entrusted to Contractor. Contractor also shall promptly notify County of any third party claim or suit filed against Contractor or any of its Subcontractors which arises from or relates to this Contract, and could result in the filing of a claim or lawsuit against Contractor and/or County.
3. Additional Insured Status and Scope of Coverage - The County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees and Volunteers shall be provided additional insured status under Contractor's General Liability policy with respect to liability arising out of Contractor's ongoing and completed operations performed on behalf of the County. The County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees and Volunteers additional insured status shall apply with respect to liability and defense of suits arising out of the Contractor's acts or omissions, whether such liability is attributable to the Contractor or to the County. The full policy limits and scope of protection also shall apply to the County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees and Volunteers as an additional insured, even if they exceed the County's minimum Required Insurance specifications herein. Use of an automatic additional insured endorsement form is acceptable providing it satisfies the Required Insurance provisions herein.

4. Cancellation of or Changes in Insurance: Contractor shall provide County with, or Contractor's insurance policies shall contain a provision that County shall receive, written notice of cancellation or any change in Required Insurance, including insurer, limits of coverage, term of coverage or policy period. The written notice shall be provided to County at least ten (10) days in advance of cancellation for non-payment of premium and thirty (30) days in advance for any other cancellation or policy change. Failure to provide written notice of cancellation or any change in Required Insurance may constitute a material breach of the Contract, in the sole discretion of the County, upon which the County may suspend or terminate this Contract.
5. Failure to Maintain Insurance: Contractor's failure to maintain or to provide acceptable evidence that it maintains the Required Insurance shall constitute a material breach of the Contract, upon which County immediately may withhold payments due to Contractor, and/or suspend or terminate this Contract. County, at its sole discretion, may obtain damages from Contractor resulting from said breach. Alternatively, the County may purchase the Required Insurance, and without further notice to Contractor, deduct the premium cost from sums due to Contractor or pursue Contractor reimbursement.
6. Insurer Financial Ratings: Coverage shall be placed with insurers acceptable to the County with A.M. Best ratings of not less than A:VII unless otherwise approved by County.
7. Contractor's Insurance Shall Be Primary: Contractor's insurance policies, with respect to any claims related to this Contract, shall be primary with respect to all other sources of coverage available to Contractor. Any County maintained insurance or self-insurance coverage shall be in excess of and not contribute to any Contractor coverage.
8. Waivers of Subrogation: To the fullest extent permitted by law, the Contractor hereby waives its rights and its insurer(s)' rights of recovery against County under all the Required Insurance for any loss arising from or relating to this Contract. The Contractor shall require its insurers to execute any waiver of subrogation endorsements which may be necessary to effect such waiver.
9. Subcontractor Insurance Coverage Requirements: Contractor shall include all Subcontractors as insureds under Contractor's own policies, or shall provide County with each Subcontractor's separate evidence of insurance coverage. Contractor shall be responsible for verifying each Subcontractor complies with the Required Insurance provisions herein, and shall require that each Subcontractor name the County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents,

Employees and Volunteers and Contractor as additional insureds on the Subcontractor's General Liability policy. Contractor shall obtain County's prior review and approval of any Subcontractor request for modification of the Required Insurance.

10. Deductibles and Self-Insured Retentions (SIRs): Contractor's policies shall not obligate the County to pay any portion of any Contractor deductible or SIR. The County retains the right to require Contractor to reduce or eliminate policy deductibles and SIRs as respects the County, or to provide a bond guaranteeing Contractor's payment of all deductibles and SIRs, including all related claims investigation, administration and defense expenses. Such bond shall be executed by a corporate surety licensed to transact business in the State of California.
11. Claims Made Coverage: If any part of the Required Insurance is written on a claims made basis, any policy retroactive date shall precede the effective date of this Contract. Contractor understands and agrees it shall maintain such coverage for a period of not less than three (3) years following Contract expiration, termination or cancellation.
12. Application of Excess Liability Coverage: Contractors may use a combination of primary, and excess insurance policies which provide coverage as broad as ("follow form" over) the underlying primary policies, to satisfy the Required Insurance provisions.
13. Separation of Insureds: All liability policies shall provide cross-liability coverage as would be afforded by the standard ISO (Insurance Services Office, Inc.) separation of insureds provision with no insured versus insured exclusions or limitations.
14. Alternative Risk Financing Programs: The County reserves the right to review, and then approve, Contractor use of self-insurance, risk retention groups, risk purchasing groups, pooling arrangements and captive insurance to satisfy the Required Insurance provisions. The County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees and Volunteers shall be designated as an Additional Covered Party under any approved program.
15. County Review and Approval of Insurance Requirements: The County reserves the right to review and adjust the Required Insurance provisions, conditioned upon County's determination of changes in risk exposures.

E. Compensation for County Costs

In the event that the Contractor fails to comply with any of the indemnification or insurance requirements of this Contract, and such failure to comply results in any

costs to the County, the Contractor shall pay full compensation for all costs incurred by the County.

F. Insurance Coverage Requirements

1. Commerce General Liability insurance (providing scope of coverage equivalent to ISO policy form CG 00 01), naming the County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees and Volunteers as an additional insured, with limits of not less than:

General Aggregate:	\$5 million
Products/Completed Operations Aggregate:	\$1 million
Personal and Advertising Injury:	\$1 million
Each Occurrence:	\$2 million

2. Automobile Liability insurance (providing scope of coverage equivalent to ISO policy form CA 00 01) with limits of not less than \$1 million for bodily injury and property damage, in combined or equivalent split limits, for each single accident. Insurance shall cover liability arising out of Contractor's use of autos pursuant to this Contract, including owned, leased, hired, and/or non-owned autos, as each may be applicable.
3. Workers Compensation and Employers' Liability insurance or qualified self-insurance satisfying statutory requirements, which includes Employers' Liability coverage with limits of not less than \$1 million per accident. If Contractor is a temporary staffing firm or a professional employer organization (PEO), coverage also shall include an Alternate Employer Endorsement (providing scope of coverage equivalent to ISO policy form WC 00 03 01 A) naming the County as the Alternate Employer, and the endorsement form shall be modified to provide that County will receive not less than thirty (30) days advance written notice of cancellation of this coverage provision. If applicable to Contractor's operations, coverage also shall be arranged to satisfy the requirements of any federal workers or workmen's compensation law or any federal occupational disease law.

SECTION 6

CONTRACTOR RESPONSIBILITY AND DEBARMENT

A. Responsible Contractor

A responsible Contractor is a Contractor who has demonstrated the attribute of trustworthiness as well as quality, fitness, capacity, and experience to satisfactorily perform the contract. It is County's policy to conduct business only with responsible Contractors.

B. Chapter 2.202 of County Code

Contractor is hereby notified that, in accordance with Chapter 2.202 of County Code, if County acquires information concerning the performance of Contractor on this or other contracts which indicates that Contractor is not responsible, County may, in addition to other remedies provided in this Contract, debar Contractor from bidding or proposing on, being awarded, and/or performing work on County contracts for a specified period of time, which generally will not exceed five years but may exceed five years or be permanent if warranted by the circumstances, and suspend or terminate any or all existing contracts Contractor may have with County.

C. Nonresponsible Contractor

County may debar a Contractor if the Board finds, in its discretion, that Contractor has done any of the following: (1) violated any term of a contract with County or a nonprofit corporation created by County; (2) committed an act or omission which negatively reflects on Contractor's quality, fitness, or capacity to perform a contract with County, any other public entity, or a nonprofit corporation created by County, or engaged in a pattern or practice which negatively reflects on same; (3) committed an act or offense which indicates a lack of business integrity or business honesty; or (4) made or submitted a false claim against County or any other public entity.

D. Contractor Hearing Board

1. If there is evidence that Contractor may be subject to debarment, Public Works will notify Contractor in writing of the evidence which is the basis for the proposed debarment and will advise Contractor of the scheduled date for a debarment hearing before Contractor Hearing Board.
2. Contractor Hearing Board will conduct a hearing where evidence on the proposed debarment is presented. Contractor and/or Contractor's representative shall be given an opportunity to submit evidence at that hearing. After the hearing, Contractor Hearing Board will prepare a tentative proposed decision, which shall contain a recommendation regarding whether Contractor should be debarred, and, if so, the

appropriate length of time of the debarment. Contractor and Public Works shall be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board.

3. After consideration of any objections, or if no objections are submitted, a record of the hearing, the proposed decision, and any other recommendation of Contractor Hearing Board shall be presented to the Board. The Board shall have the right to modify, deny, or adopt the proposed decision and recommendation of Contractor Hearing Board.
4. If a Contractor has been debarred for a period longer than five years, that Contractor may, after the debarment has been in effect for at least five years, submit a written request for review of the debarment determination to reduce the period of debarment or terminate the debarment. County may, in its discretion, reduce the period of debarment or terminate the debarment if it finds that Contractor has adequately demonstrated one or more of the following: (1) elimination of the grounds for which the debarment was imposed; (2) a bona fide change in ownership or management; (3) material evidence discovered after debarment was imposed; or (4) any other reason that is in the best interests of County.
5. Contractor Hearing Board will consider a request for review of a debarment determination only where (1) Contractor has been debarred for a period longer than five years; (2) the debarment has been in effect for at least five years; and (3) the request is in writing, states one or more of the grounds for reduction of the debarment period or termination of the debarment, and includes supporting documentation. Upon receiving an appropriate request, Contractor Hearing Board will provide notice of the hearing on the request. At the hearing, Contractor Hearing Board shall conduct a hearing where evidence on the proposed reduction of debarment period or termination of debarment is presented. This hearing shall be conducted and the request for review decided by Contractor Hearing Board pursuant to the same procedure as for a debarment hearing.
6. Contractor Hearing Board's proposed decision shall contain a recommendation on the request to reduce the period of debarment or terminate the debarment. Contractor Hearing Board shall present its proposed decision and recommendation to the Board. The Board shall have the right to modify, deny, or adopt the proposed decision and recommendation of Contractor Hearing Board.

E. Subcontractors of Contractor

These terms shall also apply to Subcontractors of County Contractors.

SECTION 7

COMPLIANCE WITH COUNTY'S JURY SERVICE PROGRAM

A. Jury Service Program

This Contract is subject to the provisions of County's ordinance entitled Contractor Employee Jury Service (Jury Service Program) as codified in Sections 2.203.010 through 2.203.090 of the Los Angeles County Code.

B. Written Employee Jury Service Policy

1. Unless Contractor has demonstrated to County's satisfaction either that Contractor is not a "Contractor" as defined under the Jury Service Program (Section 2.203.020 of County Code) or that Contractor qualifies for an exception to the Jury Service Program (Section 2.203.070 of County Code), Contractor shall have and adhere to a written policy that provides that its Employees shall receive from Contractor, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that Employee deposit any fees received for such jury service with Contractor or that Contractor deduct from the Employee's regular pay the fees received for jury service.
2. For purposes of this Section, "Contractor" means a person, partnership, corporation, or other entity which has a contract with County or a subcontract with a County Contractor and has received or will receive an aggregate sum of \$50,000 or more in any 12-month period under one or more County contracts or subcontracts. "Employee" means any California resident who is a full-time employee of Contractor. "Full-time" means 40 hours or more worked per week, or a lesser number of hours if: 1) the lesser number is a recognized industry standard as determined by County, or 2) Contractor has a long-standing practice that defines the lesser number of hours as full-time. Full-time employees providing short-term, temporary services of 90 days or less within a 12-month period are not considered full-time for purposes of the Jury Service Program. If Contractor uses any Subcontractor to perform services for County under this Contract, the Subcontractor shall also be subject to the provisions of this Section. The provisions of this Section shall be inserted into any such subcontract agreement and a copy of the Jury Service Program shall be attached to the agreement.
3. If Contractor is not required to comply with the Jury Service Program when this Contract commences, Contractor shall have a continuing obligation to review the applicability of its "exception status" from the Jury Service Program, and Contractor shall immediately notify County if Contractor at any time either comes within the Jury Service Program's definition of "Contractor" or if Contractor no longer qualifies for an exception to the

Jury Service Program. In either event, Contractor shall immediately implement a written policy consistent with the Jury Service Program. County may also require, at any time during this Contract and at its sole discretion, that Contractor demonstrate to County's satisfaction that Contractor either continues to remain outside of the Jury Service Program's definition of "Contractor" and/or that Contractor continues to qualify for an exception to the Jury Service Program.

4. Contractor's violation of this Section of this Contract may constitute a material breach of this Contract. In the event of such material breach, County may, in its sole discretion, suspend or terminate this Contract and/or bar Contractor from the award of future County contracts for a period of time consistent with the seriousness of the breach.

SECTION 8

SAFELY SURRENDERED BABY LAW PROGRAM

A. Contractor's Acknowledgment of County's Commitment to the Safely Surrendered Baby Law

Contractor acknowledges that County places a high priority on the implementation of the Safely Surrendered Baby Law. Contractor understands that it is County's policy to encourage all County Contractors to voluntarily post County's "Safely Surrendered Baby Law" poster in a prominent position at Contractor's place of business. Contractor will also encourage its Subcontractors, if any, to post this poster in a prominent position in the Subcontractor's place of business. County's Department of Children and Family Services will supply Contractor with the poster to be used. Information on how to receive the poster can be found on the Internet at www.babysafela.org.

B. Notice to Employees Regarding the Safely Surrendered Baby Law

Contractor shall notify and provide to its employees, and shall require each Subcontractor to notify and provide to its employees, a fact sheet regarding the Safely Surrendered Baby Law, its implementation in County, and where and how to safely surrender a baby. The fact sheet is set forth in Exhibit D of this Contract and is also available on the Internet at www.babysafela.org for printing purposes.

SECTION 9

COMPLIANCE WITH COUNTY'S LIVING WAGE PROGRAM

A. Living Wage Program

This Contract is subject to the provisions of County's ordinance entitled Living Wage Program as codified in Sections 2.201.010 through 2.201.100 of the Los Angeles County Code, a copy of which is attached hereto as Form LW-1 and incorporated by reference into and made a part of this Contract.

B. Payment of Living Wage Rates

1. Unless Contractor has demonstrated to County's satisfaction either that Contractor is not an "Employer" as defined under the Living Wage Program (Section 2.201.020 of County Code) or that Contractor qualifies for an exception to the Living Wage Program (Section 2.201.090 of County Code), Contractor shall pay its Employees no less than the applicable hourly living wage rate, as set forth immediately below, for the Employees' services provided to County, including, without limitation, "Travel Time" as defined below in subsection 5 of this Section 9.B under this Contract:
 - a. Not less than \$11.84 per hour if, in addition to the per-hour wage, Contractor contributes less than \$2.20 per hour towards the provision of bona fide health care benefits for its Employees and any dependents; or
 - b. Not less than \$9.64 per hour if, in addition to the per-hour wage, Contractor contributes at least \$2.20 per hour towards the provision of bona fide health care benefits for its Employees and any dependents. Contractor will be deemed to have contributed \$2.20 per hour towards the provision of bona fide health care benefits if the benefits are provided through County Department of Health Services Community Health Plan. If, at any time during this Contract, Contractor contributes less than \$2.20 per hour towards the provision of bona fide health care benefits, Contractor shall be required to pay its Employees the higher hourly living wage rate.
2. For purposes of this Section, "Contractor" includes any Subcontractor engaged by Contractor to perform services for County under this Contract. If Contractor uses any Subcontractor to perform services for County under this Contract, the Subcontractor shall be subject to the provisions of this Section. The provisions of this Section shall be inserted into any such subcontract and a copy of the Living Wage Program shall be attached to the subcontract. "Employee" means any individual who is an employee of Contractor under the laws of California, and who is providing full-time services to Contractor, some or all of which are provided to County under this Contract. "Full-time" means a minimum of 40 hours worked per week, or a lesser number of

hours, if the lesser number is a recognized industry standard and is approved as such by County; however, fewer than 35 hours worked per week will not, in any event, be considered full-time.

3. If Contractor is required to pay a living wage when this Contract commences, Contractor shall continue to pay a living wage for the entire term of this Contract, including any option period.
4. If Contractor is not required to pay a living wage when this Contract commences, Contractor shall have a continuing obligation to review the applicability of its "exemption status" from the living wage requirement. Contractor shall immediately notify County if Contractor at any time either comes within the Living Wage Program's definition of "Employer" or if Contractor no longer qualifies for an exception to the Living Wage Program. In either event, Contractor shall immediately be required to commence paying the living wage and shall be obligated to pay the living wage for the remaining term of this Contract, including any option period. County may also require, at any time during this Contract and at its sole discretion, that Contractor demonstrate to County's satisfaction that Contractor either continues to remain outside of the Living Wage Program's definition of "Employer" and/or that Contractor continues to qualify for an exception to the Living Wage Program. Unless Contractor satisfies this requirement within the time frame permitted by County, Contractor shall immediately be required to pay the living wage for the remaining term of this Contract, including any option period.
5. For purposes of Contractor's obligation to pay its Employees the applicable hourly living wage rate under this Contract, "Travel Time" shall have the following two meanings, as applicable: 1) With respect to travel by an Employee that is undertaken in connection with this Contract, Travel Time shall mean any period during which an Employee physically travels to or from a County facility if Contractor pays the Employee any amount for that time or if California law requires Contractor to pay the Employee any amount for that time; and 2) With respect to travel by an Employee between County facilities that are subject to two different contracts between Contractor and County (of which both contracts are subject to the Living Wage Program), Travel Time shall mean any period during which an Employee physically travels to or from, or between such County facilities if Contractor pays the Employee any amount for that time or if California law requires Contractor to pay the Employee any amount for that time.

C. Contractor's Submittal of Certified Monitoring Reports

Contractor shall submit to County certified monitoring reports at a frequency instructed by County. The certified monitoring reports shall list all of Contractor's Employees during the reporting period. The certified monitoring reports shall also verify the number of hours worked, the hourly wage rate paid, and the amount paid

by Contractor for health benefits, if any, for each of its Employees. The certified monitoring reports shall also state the name and identification number of Contractor's current health care benefits plan, and Contractor's portion of the premiums paid as well as the portion paid by each Employee. All certified monitoring reports shall be submitted on forms provided by County, or any other form approved by County which contains the above information. County reserves the right to request any additional information it may deem necessary. If County requests additional information, Contractor shall promptly provide such information. Contractor, through one of its officers, shall certify under penalty of perjury that the information contained in each certified monitoring report is true and accurate.

D. Contractor's Ongoing Obligation to Report Labor Law/Payroll Violations and Claims

During the term of this Contract, if Contractor becomes aware of any labor law/payroll violations or any complaint, investigation, or proceeding ("claim") concerning any alleged labor law/payroll violation (including, but not limited to, any violation or claim pertaining to wages, hours, and working conditions, such as minimum wage, prevailing wage, living wage, the Fair Labor Standards Act, employment of minors, or unlawful employment discrimination), Contractor shall immediately inform County of any pertinent facts known by Contractor regarding the same. This disclosure obligation is not limited to any labor law/payroll violation or claim arising out of Contractor's contract with County, but instead applies to any labor law/payroll violation or claim arising out of any of Contractor's operation in California.

E. County Auditing of Contractor Records

Upon a minimum of 24 hours' written notice, County may audit, at Contractor's place of business, any of Contractor's records pertaining to this Contract, including all documents and information relating to the certified monitoring reports. Contractor is required to maintain all such records in California until the expiration of five years from the date of final payment under this Contract. Authorized agents of County shall have access to all such records during normal business hours for the entire period that records are to be maintained.

F. Notifications to Employees

Contractor shall place County-provided living wage posters at each of Contractor's place of business and locations where Contractor's Employees are working. Contractor shall also distribute County-provided notices to each of its Employees at least once per year. Contractor shall translate posters and handouts into Spanish and any other language spoken by a significant number of Employees.

G. Enforcement and Remedies

If Contractor fails to comply with the requirements of this Section, County shall have the rights and remedies described in this Section in addition to any rights and remedies provided by law or equity.

1. Remedies for Submission of Late or Incomplete Certified Monitoring Reports: If Contractor submits a certified monitoring report to County after the date it is due or if the report submitted does not contain all of the required information or is inaccurate or is not properly certified, any such deficiency shall constitute a breach of this Contract. In the event of any such breach, County may, in its sole discretion, exercise any or all of the following rights/remedies:
 - a. Withholding of Payment: If Contractor fails to submit accurate, complete, timely, and properly certified monitoring reports, County may withhold from payment to Contractor up to the full amount of any invoice that would otherwise be due, until Contractor has satisfied the concerns of County, which may include required submittal of revised certified monitoring reports or additional supporting documentation.
 - b. Liquidated Damages: It is mutually understood and agreed that Contractor's failure to submit an accurate, complete, timely, and properly certified monitoring report will result in damages being sustained by County. It is also understood and agreed that the nature and amount of the damages will be extremely difficult and impractical to fix; that the liquidated damages set forth herein are the nearest and most exact measure of damages for such breach that can be fixed at this time; and that the liquidated damages are not intended as a penalty or forfeiture for Contractor's breach. Therefore, in the event that a certified monitoring report is deficient, including, but not limited to, being late, inaccurate, incomplete, or uncertified, it is agreed that County may, in its sole discretion, assess against Contractor liquidated damages in the amount of \$100 per monitoring report for each day until County has been provided with a properly prepared, complete, and certified monitoring report. County may deduct any assessed liquidated damages from any payments otherwise due to Contractor.
 - c. Termination/Suspension: Contractor's failure to submit an accurate, complete, timely, and properly certified monitoring report may constitute a material breach of this Contract. In the event of such material breach, County may, in its sole discretion, suspend or terminate this Contract.
2. Remedies for Payment of Less Than the Required Living Wage: If Contractor fails to pay any Employee at least the applicable hourly living

wage rate, such deficiency shall constitute a breach of this Contract. In the event of any such breach, County may, in its sole discretion, exercise any or all of the following rights/remedies:

- a. **Withholding Payment:** If Contractor fails to pay one or more of its Employees at least the applicable hourly living wage rate, County may withhold from any payment otherwise due to Contractor the aggregate difference between the living wage amounts Contractor was required to pay its Employees for a given pay period and the amount actually paid to the Employees for that pay period. County may withhold said amount until Contractor has satisfied County that any underpayment has been cured, which may include required submittal of revised certified monitoring reports or additional supporting documentation.
 - b. **Liquidated Damages:** It is mutually understood and agreed that Contractor's failure to pay any of its Employees at least the applicable hourly living wage rate will result in damages being sustained by County. It is also understood and agreed that the nature and amount of the damages will be extremely difficult and impractical to fix; that the liquidated damages set forth herein are the nearest and most exact measure of damages for such breach that can be fixed at this time; and that the liquidated damages are not intended as a penalty or forfeiture for Contractor's breach. Therefore, it is agreed that County may, in its sole discretion, assess against Contractor liquidated damages of \$50 per Employee per day for each and every instance of an underpayment to an Employee. County may deduct any assessed liquidated damages from any payments otherwise due to Contractor.
 - c. **Termination/Suspension:** Contractor's failure to pay any of its Employees the applicable hourly living wage rate may constitute a material breach of this Contract. In the event of such material breach, County may, in its sole discretion, suspend or terminate this Contract.
3. **Debarment:** In the event Contractor breaches a requirement of this Section, County may, in its sole discretion, bar Contractor from the award of future County contracts for a period of time consistent with the seriousness of the breach, in accordance with Los Angeles County Code Section 2.202, Determinations of Contractor Nonresponsibility and Contractor Debarment.

H. Use of Full-Time Employees

Contractor shall assign and use full-time Employees of Contractor to provide services under this Contract unless Contractor can demonstrate to the satisfaction of County that it is necessary to use non-full-time Employees based on staffing

efficiency or County requirements for the work to be performed under this Contract. It is understood and agreed that Contractor shall not, under any circumstance, use non-full-time Employees for services provided under this Contract unless and until County has provided written authorization for the use of same. Contractor submitted with its proposal a full-time-Employee staffing plan. If Contractor changes its full-time-Employee staffing plan, Contractor shall immediately provide a copy of the new staffing plan to County.

I. Contractor Retaliation Prohibited

Contractor and/or its Employees shall not take any adverse action which would result in the loss of any benefit of employment, any contract benefit, or any statutory benefit for any Employee, person, or entity who has reported a violation of the Living Wage Program to County or to any other public or private agency, entity, or person. A violation of the provisions of this paragraph may constitute a material breach of this Contract. In the event of such material breach, County may, in its sole discretion, suspend or terminate this Contract.

J. Contractor Standards

During the term of this Contract, Contractor shall maintain business stability, integrity in employee relations, and the financial ability to pay a living wage to its employees. If requested to do so by County, Contractor shall demonstrate to the satisfaction of County that Contractor is complying with this requirement.

K. Neutrality in Labor Relations

Contractor shall not use any consideration received under this Contract to hinder, or to further, organization of, or collective bargaining activities by or on behalf of Contractor's employees, except that this restriction shall not apply to any expenditure made in the course of good faith collective bargaining, or to any expenditure pursuant to obligations incurred under a bona fide collective bargaining agreement, or which would otherwise be permitted under the provisions of the National Labor Relations Act.

SECTION 10

TRANSITIONAL JOB OPPORTUNITIES PREFERENCE PROGRAM

This Contract is subject to the provisions of the County's ordinance entitled Transitional Job Opportunities Preference Program, as codified in Chapter 2.205 of the Los Angeles County Code.

Contractor shall not knowingly and with the intent to defraud, fraudulently obtain, retain, attempt to obtain or retain, or aid another in fraudulently obtaining or retaining or attempting to obtain or retain certification as a Transitional Job Opportunity vendor.

Contractor shall not willfully and knowingly make a false statement with the intent to defraud, whether by affidavit, report, or other representation, to a County official or employee for the purpose of influencing the certification or denial of certification of any entity as a Transitional Job Opportunities vendor.

If Contractor has obtained County certification as a Transitional Job Opportunities vendor by reason of having furnished incorrect supporting information or by reason of having withheld information, and which knew, or should have known, the information furnished was incorrect or the information withheld was relevant to its request for certification, and which by reason of such certification has been awarded this Contract to which it would not otherwise have been entitled, shall:

1. Pay to the County any difference between the contract amount and what the County's costs would have been if the contract had been properly awarded;
2. In addition to the amount described in subdivision (1), be assessed a penalty in the amount of not more than ten percent of the amount of this Contract; and
3. Be subject to the provisions of Chapter 2.202 of the Los Angeles County Code (Determinations of Contractor Nonresponsibility and Contractor Debarment).

The above penalties shall also apply to any entity that has previously obtained proper certification, however, as a result of a change in their status would no longer be eligible for certification, and fails to notify Public Works of this information prior to responding to a solicitation or accepting a contract award.

SECTION 11

LOCAL SMALL BUSINESS ENTERPRISE (SBE) PREFERENCE PROGRAM

- A. This Contract is subject to the provisions of County's ordinance entitled Local Small Business Enterprise Preference Program, as codified in Chapter 2.204 of the Los Angeles County Code.
- B. Contractor shall not knowingly and with the intent to defraud, fraudulently obtain, retain, attempt to obtain or retain, or aid another in fraudulently obtaining or retaining or attempting to obtain or retain certification as a Local Small Business Enterprise.
- C. Contractor shall not willfully and knowingly make a false statement with the intent to defraud, whether by affidavit, report, or other representation, to a County official or employee for the purpose of influencing the certification or denial of certification of any entity as a Local Small Business Enterprise.
- D. If Contractor has obtained County certification as a Local Small Business Enterprise by reason of having furnished incorrect supporting information or by reason of having withheld information, and which knew, or should have known, the information furnished was incorrect or the information withheld was relevant to its request for certification, and which by reason of such certification has been awarded this Contract to which it would not otherwise have been entitled, shall:
 - 1. Pay to County any difference between this Contract amount and what County's costs would have been if this Contract had been properly awarded;
 - 2. In addition to the amount described in subdivision (1), be assessed a penalty in an amount of not more than 10 percent of the amount of this Contract; and
 - 3. Be subject to the provisions of Chapter 2.202 of the Los Angeles County Code (Determinations of Contractor Nonresponsibility and Contractor Debarment).
- E. The above penalties shall also apply if Contractor is no longer eligible for certification as a result of a change of its status and Contractor failed to notify the State and County's Office of Affirmative Action Compliance of this information.

SECTION 12

COMPLIANCE WITH COUNTY'S DEFAULTED PROPERTY TAX
REDUCTION PROGRAM

A. Defaulted Property Tax Reduction Program

This Contract is subject to the provisions of County's ordinance entitled Defaulted Property Tax Reduction Program ("Defaulted Tax Program") as codified in Sections 2.206 of the Los Angeles County Code (Exhibit E).

B. Contractor's Warranty of Compliance with County's Defaulted Property Tax Reduction Program

Contractor acknowledges that County has established a goal of ensuring that all individuals and businesses that benefit financially from the County through any contract are current in paying their property tax obligations (secured and unsecured roll) in order to mitigate the economic burden otherwise imposed upon the County and its taxpayers.

Unless Contractor qualifies for an exemption or exclusion, Contractor warrants and certifies that to the best of its knowledge it is now in compliance, and during the term of this contract will maintain compliance, with Los Angeles County Code Chapter 2.206.

C. Termination for Breach of Warranty of Compliance with County's Defaulted Property Tax Reduction Program

Failure of Contractor to maintain compliance with the requirements set forth in Paragraph B, above, shall constitute default under this Contract. Without limiting the rights and remedies available to County under any other provision of this contract, failure of Contractor to cure such default within 10 days of notice shall be grounds upon which County may terminate this contract and/or pursue debarment of Contractor, pursuant to County Code Chapter 2.206.

SECTION 13

PREVAILING WAGES

A. Prevailing Wages

The Director of the California Department of Industrial Relations has established the general prevailing rate of per diem wages for each craft, classification, type of worker, or mechanic needed to execute public works and improvements. The current general prevailing wage rate determinations are available at www.dir.ca.gov/dlsr/pwd/index.htm. The Contractor is required to pay its agents and employees the applicable, current prevailing wage rate and is responsible for selecting the classification of workers required to perform this service.

The Contractor agrees to comply with the provisions of Section 1775 of the California Labor Code relating to the payment of prevailing wages, including the assessment of penalties determined by the California Labor Commissioner. Pursuant to Section 1773.2 of the California Labor Code, copies of the prevailing rate of per diem wages are on file at the County Department of Public Works, Construction Division, and will be made available for inspection by request to the Contract Manager. Future effective wage rates will be on file with the Department of Industrial Relations. The new wage rates shall become effective on the day following the expiration date of the current determinations and apply to the Contract in the same manner as if they had been included or referenced in the Contract.

B. Posting of Prevailing Wage Rates

The Contractor agrees to comply with the provisions of Section 1773.2 of the California Labor Code. The Contractor shall post a copy of the prevailing wage rates at the Work site.

C. Work Records

The Contractor shall comply with the requirements of Section 1812 of the Labor Code. The Contractor shall maintain an accurate written record of all employees working on the Project each calendar day. The record shall include each employee's name, Social Security number, job classification, and the actual number of hours worked.

D. Certified Payroll Records

The Contractor shall comply with the requirements of Section 1776 of the Labor Code. The Contractor shall keep accurate payroll records showing the name, address, Social Security number, work classification, straight time, and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee the Contractor employs in connection with the Work. Whenever requested by the Contract Manager, the

Contractor shall provide a certified copy of each such employee's payroll record ("certified payrolls") at the end of each week for the period ending the previous week. Failure to submit such payroll records will result in the County and/or District withholding from any monies due the Contractor the amount of \$250 for each week in which certified payrolls have not been submitted.

E. Subcontractor

Subcontractors, if any, must comply with all prevailing wage requirements as provided in this Section.

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Department of the Treasury
Internal Revenue Service

Notice 1015

(Rev. December 2011)

Have You Told Your Employees About the Earned Income Credit (EIC)?

What Is the EIC?

The EIC is a refundable tax credit for certain workers.

Which Employees Must I Notify About the EIC?

You must notify each employee who worked for you at any time during the year and from whom you did not withhold income tax. However, you do not have to notify any employee who claimed exemption from withholding on Form W-4, Employee's Withholding Allowance Certificate.

Note. You are encouraged to notify each employee whose wages for 2011 are less than \$49,078 that he or she may be eligible for the EIC.

How and When Must I Notify My Employees?

You must give the employee one of the following:

- The IRS Form W-2, Wage and Tax Statement, which has the required information about the EIC on the back of Copy B.
- A substitute Form W-2 with the same EIC information on the back of the employee's copy that is on Copy B of the IRS Form W-2.
- Notice 797, Possible Federal Tax Refund Due to the Earned Income Credit (EIC).
- Your written statement with the same wording as Notice 797.

If you are required to give Form W-2 and do so on time, no further notice is necessary if the Form W-2 has the required information about the EIC on the back of the employee's copy. If a substitute Form W-2 is given on time but does not have the required information, you must notify the employee within 1 week of the date the substitute Form W-2 is given. If Form W-2 is required but is not given on time, you must give the employee Notice 797 or your written statement by the date Form W-2 is required to be given. If Form W-2 is not required, you must notify the employee by February 7, 2012.

You must hand the notice directly to the employee or send it by first-class mail to the employee's last known address. You will not meet the notification requirements by posting Notice 797 on an employee bulletin board or sending it through office mail. However, you may want to post the notice to help inform all employees of the EIC. You can get copies of the notice from IRS.gov or by calling 1-800-829-3676.

How Will My Employees Know If They Can Claim the EIC?

The basic requirements are covered in Notice 797. For more detailed information, the employee needs to see Pub. 596, Earned Income Credit (EIC), or the instructions for Form 1040, 1040A, or 1040EZ.

How Do My Employees Claim the EIC?

Eligible employees claim the EIC on their 2011 tax return. Even employees who have no tax withheld from their pay or owe no tax can claim the EIC and get a refund, but they must file a tax return to do so. For example, if an employee has no tax withheld in 2011 and owes no tax but is eligible for a credit of \$829, he or she must file a 2011 tax return to get the \$829 refund.

Can My Employees Get Advance EIC Payments?

After 2010, your employees can no longer get advance payments of the credit in their pay during the year as they could in 2010 and earlier years, because the law changed. However, if they are eligible, they will still be able to claim the credit on their tax return.

Form W-5, Earned Income Credit Advance Payment Certificate, is no longer in use.

Safely Surrendered *Baby Law*



*Babies can be safely surrendered
to staff at any hospital or fire station in Los Angeles County*

No shame. No blame. No names.

In Los Angeles County: 1-877-BABY SAFE • 1-877-222-9723

www.babysafela.org



Safely Surrendered Baby Law

What is the Safely Surrendered Baby Law?

California's Safely Surrendered Baby Law allows parents or other persons, with lawful custody, which means anyone to whom the parent has given permission to confidentially surrender a baby. As long as the baby is three days (72 hours) of age or younger and has not been abused or neglected, the baby may be surrendered without fear of arrest or prosecution.

Every baby deserves a chance for a healthy life. If someone you know is considering abandoning a baby, let her know there are other options. For three days (72 hours) after birth, a baby can be surrendered to staff at any hospital or fire station in Los Angeles County.

How does it work?

A distressed parent who is unable or unwilling to care for a baby can legally, confidentially, and safely surrender a baby within three days (72 hours) of birth. The baby must be handed to an employee at a hospital or fire station in Los Angeles County. As long as the baby shows no sign of abuse or neglect, no name or other information is required. In case the parent changes his or her mind at a later date and wants the baby back, staff will use bracelets to help connect them to each other. One bracelet will be placed on the baby, and a matching bracelet will be given to the parent or other surrendering adult.

What if a parent wants the baby back?

Parents who change their minds can begin the process of reclaiming their baby within 14 days. These parents should call the Los Angeles County Department of Children and Family Services at 1-800-540-4000.

Can only a parent bring in the baby?

No. While in most cases a parent will bring in the baby, the Law allows other people to bring in the baby if they have lawful custody.

Does the parent or surrendering adult have to call before bringing in the baby?

No. A parent or surrendering adult can bring in a baby anytime, 24 hours a day, 7 days a week, as long as the parent or surrendering adult surrenders the baby to someone who works at the hospital or fire station.

Does the parent or surrendering adult have to tell anything to the people taking the baby?

No. However, hospital or fire station personnel will ask the surrendering party to fill out a questionnaire designed to gather important medical history information, which is very useful in caring for the baby. The questionnaire includes a stamped return envelope and can be sent in at a later time.

What happens to the baby?

The baby will be examined and given medical treatment. Upon release from the hospital, social workers immediately place the baby in a safe and loving home and begin the adoption process.

What happens to the parent or surrendering adult?

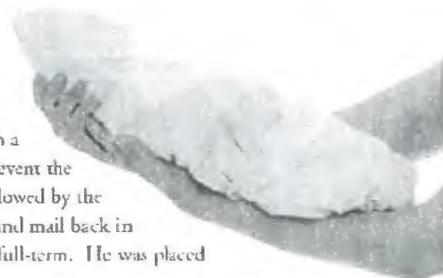
Once the parent or surrendering adult surrenders the baby to hospital or fire station personnel, they may leave at any time.

Why is California doing this?

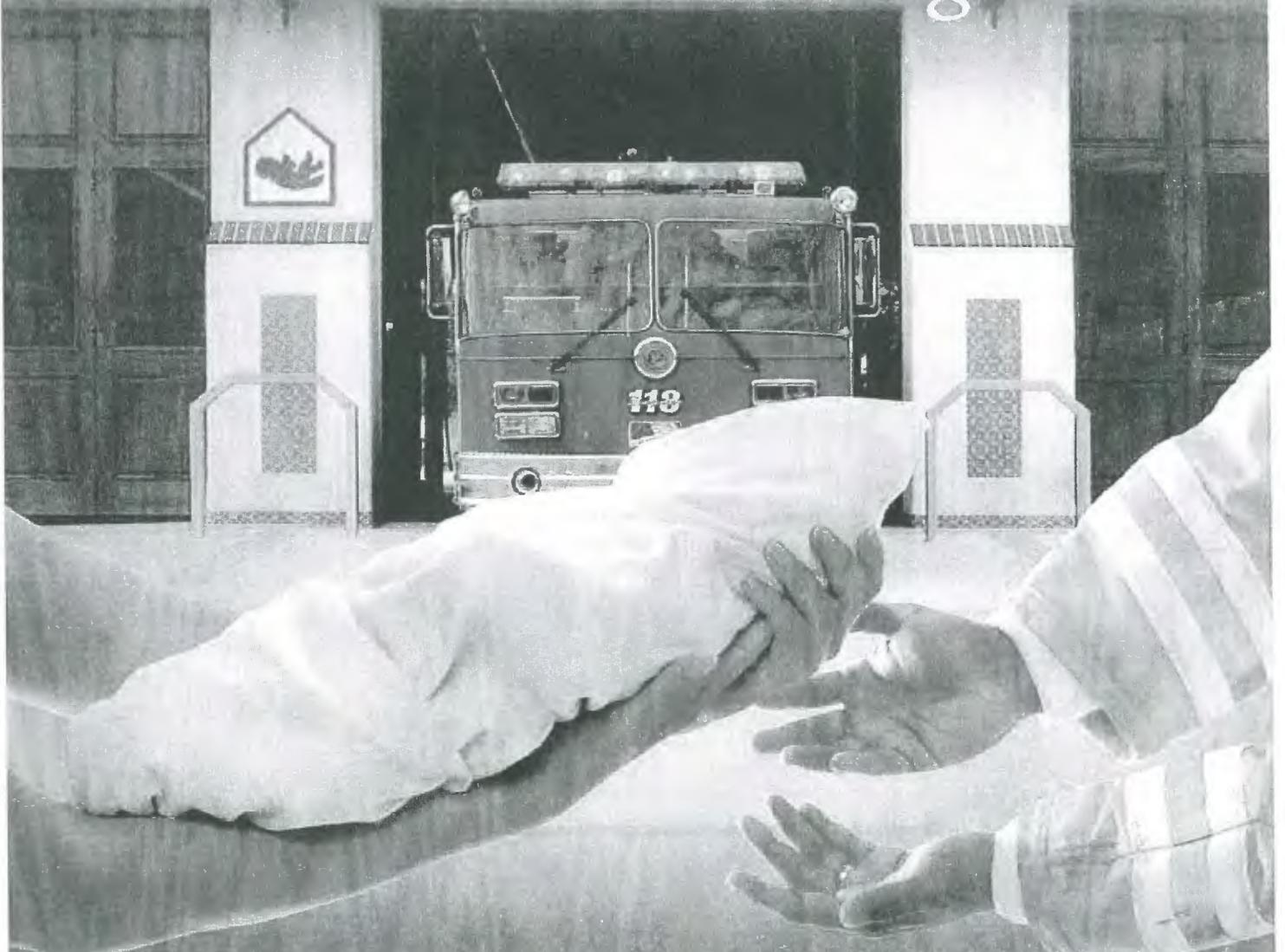
The purpose of the Safely Surrendered Baby Law is to protect babies from being abandoned, hurt or killed by their parents. You may have heard tragic stories of babies left in dumpsters or public bathrooms. Their parents may have been under severe emotional distress. The mothers may have hidden their pregnancies, fearful of what would happen if their families found out. Because they were afraid and had no one or nowhere to turn for help, they abandoned their babies. Abandoning a baby is illegal and places the baby in extreme danger. Too often, it results in the baby's death. The Safely Surrendered Baby Law prevents this tragedy from ever happening again in California.

A baby's story

Early in the morning on April 9, 2005, a healthy baby boy was safely surrendered to nurses at Harbor-UCLA Medical Center. The woman who brought the baby to the hospital identified herself as the baby's aunt and stated the baby's mother had asked her to bring the baby to the hospital on her behalf. The aunt was given a bracelet with a number matching the anklet placed on the baby; this would provide some identification in the event the mother changed her mind about surrendering the baby and wished to reclaim the baby in the 14-day period allowed by the Law. The aunt was also provided with a medical questionnaire and said she would have the mother complete and mail back in the stamped return envelope provided. The baby was examined by medical staff and pronounced healthy and full-term. He was placed with a loving family that had been approved to adopt him by the Department of Children and Family Services.



Ley de Entrega de Bebés *Sin Peligro*



Los recién nacidos pueden ser entregados en forma segura al personal de cualquier hospital o cuartel de bomberos del Condado de Los Ángeles

Sin pena. Sin culpa. Sin nombres.

En el Condado de Los Ángeles: 1-877-BABY SAFE • 1-877-222-9723

www.babysafe.org



Ley de Entrega de Bebés Sin Peligro

¿Qué es la Ley de Entrega de Bebés Sin Peligro?

La Ley de Entrega de Bebés sin Peligro de California permite la entrega confidencial de un recién nacido por parte de sus padres u otras personas con custodia legal, es decir cualquier persona a quien los padres le hayan dado permiso. Siempre que el bebé tenga tres días (72 horas) de vida o menos, y no haya sufrido abuso ni negligencia, pueden entregar al recién nacido sin temor de ser arrestados o procesados.

Cada recién nacido se merece la oportunidad de tener una vida saludable. Si alguien que usted conoce está pensando en abandonar a un recién nacido, infórmele que tiene otras opciones. Hasta tres días (72 horas) después del nacimiento, se puede entregar un recién nacido al personal de cualquier hospital o cuartel de bomberos del condado de Los Angeles.

¿Cómo funciona?

El padre/madre con dificultades que no pueda o no quiera cuidar de su recién nacido puede entregarlo en forma legal, confidencial y segura dentro de los tres días (72 horas) del nacimiento. El bebé debe ser entregado a un empleado de cualquier hospital o cuartel de bomberos del Condado de Los Angeles. Siempre que el bebé no presente signos de abuso o negligencia, no será necesario suministrar nombres ni información alguna. Si el padre/madre cambia de opinión posteriormente y desea recuperar a su bebé, los trabajadores utilizarán brazaletes para poder vincularlos. El bebé llevará un brazalete y el padre/madre o el adulto que lo entregue recibirá un brazalete igual.

¿Qué pasa si el padre/madre desea recuperar a su bebé?

Los padres que cambien de opinión pueden comenzar el proceso de reclamar a su recién nacido dentro de los 14 días. Estos padres deberán llamar al Departamento de Servicios para Niños y Familias (Department of Children and Family Services) del Condado de Los Angeles al 1-800-540-4000.

¿Sólo los padres podrán llevar al recién nacido?

No. Si bien en la mayoría de los casos son los padres los que llevan al bebé, la ley permite que otras personas lo hagan si tienen custodia legal.

¿Los padres o el adulto que entrega al bebé deben llamar antes de llevar al bebé?

No. El padre/madre o adulto puede llevar al bebé en cualquier momento, las 24 horas del día, los 7 días de la semana, siempre y cuando entreguen a su bebé a un empleado del hospital o cuartel de bomberos.

¿Es necesario que el padre/madre o adulto diga algo a las personas que reciben al bebé?

No. Sin embargo, el personal del hospital o cuartel de bomberos le pedirá a la persona que entregue al bebé que llene un cuestionario con la finalidad de recabar antecedentes médicos importantes, que resultan de gran utilidad para cuidar bien del bebé. El cuestionario incluye un sobre con el sello postal pagado para enviarlo en otro momento.

¿Qué pasará con el bebé?

El bebé será examinado y le brindarán atención médica. Cuando le den el alta del hospital, los trabajadores sociales inmediatamente ubicarán al bebé en un hogar seguro donde estará bien atendido, y se comenzará el proceso de adopción.

¿Qué pasará con el padre/madre o adulto que entregue al bebé?

Una vez que los padres o adulto hayan entregado al bebé al personal del hospital o cuartel de bomberos, pueden irse en cualquier momento.

¿Por qué se está haciendo esto en California? ?

La finalidad de la Ley de Entrega de Bebés sin Peligro es proteger a los bebés para que no sean abandonados, lastimados o muertos por sus padres. Usted probablemente haya escuchado historias trágicas sobre bebés abandonados en basureros o en baños públicos. Los padres de esos bebés probablemente hayan estado pasando por dificultades emocionales graves. Las madres pueden haber ocultado su embarazo, por temor a lo que pasaría si sus familias se enteraran. Abandonaron a sus bebés porque tenían miedo y no tenían nadie a quien pedir ayuda. El abandono de un recién nacido es ilegal y pone al bebé en una situación de peligro extremo. Muy a menudo el abandono provoca la muerte del bebé. La Ley de Entrega de Bebés sin Peligro impide que vuelva a suceder esta tragedia en California.

Historia de un bebé

A la mañana temprano del día 9 de abril de 2005, se entregó un recién nacido saludable a las enfermeras del Harbor-UCLA Medical Center. La mujer que llevó el recién nacido al hospital se dio a conocer como la tía del bebé, y dijo que la madre le había pedido que llevara al bebé al hospital en su nombre. Le entregaron a la tía un brazalete con un número que coincidía con la pulsera del bebé; esto serviría como identificación en caso de que la madre cambiara de opinión con respecto a la entrega del bebé y decidiera recuperarlo dentro del período de 14 días que permite esta ley. También le dieron a la tía un cuestionario médico, y ella dijo que la madre lo llenaría y lo enviaría de vuelta dentro del sobre con franqueo pagado que le habían dado. El personal médico examinó al bebé y se determinó que estaba saludable y a término. El bebé fue ubicado con una buena familia que ya había sido aprobada para adoptarlo por el Departamento de Servicios para Niños y Familias.



Chapter 2.206 DEFAULTED PROPERTY TAX REDUCTION PROGRAM

- 2.206.010 Findings and declarations.
- 2.206.020 Definitions.
- 2.206.030 Applicability.
- 2.206.040 Required solicitation and contract language.
- 2.206.050 Administration and compliance certification.
- 2.206.060 Exclusions/Exemptions.
- 2.206.070 Enforcement and remedies.
- 2.206.080 Severability.

2.206.010 Findings and declarations.

The Board of Supervisors finds that significant revenues are lost each year as a result of taxpayers who fail to pay their tax obligations on time. The delinquencies impose an economic burden upon the County and its taxpayers. Therefore, the Board of Supervisors establishes the goal of ensuring that individuals and businesses that benefit financially from contracts with the County fulfill their property tax obligation. (Ord. No. 2009-0026 § 1 (part), 2009.)

2.206.020 Definitions.

The following definitions shall be applicable to this chapter:

- A. "Contractor" shall mean any person, firm, corporation, partnership, or combination thereof, which submits a bid or proposal or enters into a contract or agreement with the County.
- B. "County" shall mean the County of Los Angeles or any public entities for which the Board of Supervisors is the governing body.
- C. "County Property Taxes" shall mean any property tax obligation on the County's secured or unsecured roll; except for tax obligations on the secured roll with respect to property held by a Contractor in a trust or fiduciary capacity or otherwise not beneficially owned by the Contractor.
- D. "Department" shall mean the County department, entity, or organization responsible for the solicitation and/or administration of the contract.
- E. "Default" shall mean any property tax obligation on the secured roll that has been deemed defaulted by operation of law pursuant to California Revenue and Taxation Code section 3436; or any property tax obligation on the unsecured roll that remains unpaid on the applicable delinquency date pursuant to California Revenue and Taxation Code section 2922; except for any property tax obligation dispute pending before the Assessment Appeals Board.

- F. "Solicitation" shall mean the County's process to obtain bids or proposals for goods and services.
- G. "Treasurer-Tax Collector" shall mean the Treasurer and Tax Collector of the County of Los Angeles. (Ord. No. 2009-0026 § 1 (part), 2009.)

2.206.030 Applicability.

This chapter shall apply to all solicitations issued 60 days after the effective date of the ordinance codified in this chapter. This chapter shall also apply to all new, renewed, extended, and/or amended contracts entered into 60 days after the effective date of the ordinance codified in this chapter. (Ord. No. 2009-0026 § 1 (part), 2009.)

2.206.040 Required solicitation and contract language.

All solicitations and all new, renewed, extended, and/or amended contracts shall contain language, which:

- A. Requires any Contractor to keep County Property Taxes out of Default status at all times during the term of an awarded contract;
- B. Provides that the failure of the Contractor to comply with the provisions in this chapter may prevent the Contractor from being awarded a new contract; and
- C. Provides that the failure of the Contractor to comply with the provisions in this chapter may constitute a material breach of an existing contract, and failure to cure the breach within ten days of notice by the County by paying the outstanding County Property Tax or making payments in a manner agreed to and approved by the Treasurer-Tax Collector, may subject the contract to suspension and/or termination. (Ord. No. 2009-0026 § 1 (part), 2009.)

2.206.050 Administration and compliance certification.

- A. The Treasurer-Tax Collector shall be responsible for the administration of this chapter. The Treasurer-Tax Collector shall, with the assistance of the Chief Executive Officer, Director of Internal Services, and County Counsel issue written instructions on the implementation and ongoing administration of this chapter. Such instructions may provide for the delegation of functions to other departments.
- B. Contractor shall be required to certify, at the time of submitting any bid or proposal to the County, or entering into any new contract, or renewal, extension or amendment of an existing contract with the County, that it is in compliance with this chapter is not in Default on any County Property Taxes or is current in

payments due under any approved payment arrangement (Ord. No. 2009-0026 § 1 (part), 2009.)

2.206.060 Exclusions/Exemptions.

A. This chapter shall not apply to the following contracts:

1. Chief Executive Office delegated authority agreements under \$50,000;
2. A contract where Federal or State law or a condition of a Federal or State program mandates the use of a particular contractor;
3. A purchase made through a State or Federal contract;
4. A contract where State or Federal monies are used to fund service-related programs including, but not limited to, voucher programs, foster care, or other social programs that provide immediate direct assistance;
5. Purchase orders under a master agreement, where the Contractor was certified at the time the master agreement was entered into and at any subsequent renewal, extension and/or amendment to the master agreement;
6. Purchase orders issued by Internal Services Department under \$100,000 that is not the result of a competitive bidding process;
7. Program agreements that utilize Board of Supervisors' discretionary funds;
8. National contracts established for the purchase of equipment and supplies for and by the National Association of Counties, U.S. Communities Government Purchasing Alliance, or any similar related group purchasing organization;
9. A monopoly purchase that is exclusive and proprietary to a specific manufacturer, distributor, reseller, and must match and intermember with existing supplies, equipment, or systems maintained by the County pursuant to the Los Angeles Purchasing Policy and Procedures Manual, Section P-3700 or a successor provision;
10. A revolving fund (petty cash) purchase pursuant to the Los Angeles County Fiscal Manual, Section 4.6.0 or a successor provision;
11. A purchase card purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section P-2810 or a successor provision;

12. A nonagreement purchase worth a value of less than \$5,000 pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section A-0300 or a successor provision; or
 13. A bona fide emergency purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual Section P-0900 or a successor provision;
 14. Other contracts for mission critical goods and/or services where the Board of Supervisors determines that an exemption is justified.
- B. Other laws. This chapter shall not be interpreted or applied to any Contractor in a manner inconsistent with the laws of the United States or California. (Ord. No. 2009-0026 § 1 (part), 2009.)

2.206.070 Enforcement and remedies.

- A. The information furnished by each Contractor certifying that it is in compliance with this chapter shall be under penalty of perjury.
- B. No Contractor shall willfully and knowingly make a false statement certifying compliance with this chapter for the purpose of obtaining or retaining a County contract.
- C. For Contractor's violation of any provision of this chapter, the County department head responsible for administering the contract may do one or more of the following:
 1. Recommend to the Board of Supervisors the termination of the contract; and/or,
 2. Pursuant to Chapter 2.202, seek the debarment of the contractor; and/or,
 3. Recommend to the Board of Supervisors that an exemption is justified pursuant to Section 2.206.060.A.14 of this chapter or payment deferral as provided pursuant to the California Revenue and Taxation Code. (Ord. No. 2009-0026 § 1 (part), 2009.)

2.206.080 Severability.

If any provision of this chapter is found invalid by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect. (Ord. No. 2009-0026 § 1 (part), 2009.)

EXHIBIT F.1

SPECIFICATIONS FOR NORTH COUNTY SOLAR-POWERED BUS STOP SHELTER STRUCTURE (WITH PSA PANELS & WITH NO PSA PANELS)

Welding:

1. All structural shop welds shall be done by electric shielded arc process. Field welds shall be performed by welders certified or approved by the County of Los Angeles and inspected by the Project/Office Engineer. All steel welding shall conform to the latest edition of American Welding Society Standard D1.1. Electrodes shall conform to the latest edition of American Welding Society Standard A5.1, class E70XX (Low Hydrogen).
2. All steel components must be galvanized and welded in accordance with American Welding Society (AWS) D1.1. All aluminum welding shall conform to the latest edition of American Welding Society Standard A5.10, class ER-4043.

Structural Materials:

Extruded aluminum members shall be aluminum 6063-T5 or better. Structural steel shall conform to American Society and Material (ASTM) A-36, minimum yield strength of 36,000 psi or of equal/better strength which are readily available. Structural tubing shall have rounded edges and conform to ASTM A501 or A-53 Grade B. All structural framing members and mullions shall be 1-piece seamless extruded tubes of aluminum 6061-T6 or 6063-T5 alloy.

Durability:

Shelters shall be designed to withstand minimum dead loads of 40 psf and minimum wind loads of 75 mph or that required by the latest edition of the Los Angeles County Building Code. Shelters must be designed to withstand a variety of conditions including, at a minimum, inclement weather, salt air, high winds, and bright sunlight.

Paint:

Shelter frame color shall be black. Paint must be applied with baked polyurethane or powder coated finish. All exposed steel and iron components shall be shop galvanized and powder coated after welding and assembly.

EXHIBIT F.1

SPECIFICATIONS FOR NORTH COUNTY SOLAR-POWERED BUS STOP SHELTER STRUCTURE (WITH PSA PANELS & WITH NO PSA PANELS)

Structure:

Below is the approximate description and dimensions of the bus stop shelter (equivalent dimensions will be accepted):

1. Style: Seating Component Manufacturing Model-CLA 13, LNI Aurora Series Model-SL 13, or Department approved equal.
2. Shape: Peak Spanish style roof, with the shelter layout based approximately on the designs shown on Exhibit G.2.1 for shelters **with PSA panels**, Exhibit G.1.4 for shelters **with perforated iron frame and no PSA panels**, and shown on Exhibit G.1.1 for shelters **with decorative iron frame and no PSA panels**.
3. Roof material: Shall be chemically treated to prevent the accumulation of dirt and dust. Roof tile shall be fire-resistant, with Class A rating. Roof tile shall have Spanish style roof tile profile.
4. Roof dimensions: approx. 13'-8" x 5'-0" (for shelters with no PSA panels) or approx. 13'-8" x 5'-8" (for shelters with PSA panels). The height of roof shall be approximately 1'-6" from peak to base of roof perimeter and the length of peak of roof shall be approximately 9'-8".
5. Roof type: Peak Spanish style tile roof. Roof design shall also include two horizontal conduits, one to be used as a gutter and the other will house the electric wiring and serve as a conduit that supports electronic message display device if applicable. Roof style for said shelter is High Peak Roof.
6. Height of shelter: 8'-4" (approx. height to ceiling).
7. Width of shelter: 5'-0" for shelters **with no PSA panels** or 5'-8" for shelters **with PSA panels**. Edge of shelter overhang shall be a minimum of 2'-6" away from edge of sidewalk. Distance between the front and back columns of the right-side panel (facing the shelter from the street) shall be 3'-0" on center, and left-side panel (facing the shelter from the street) shall be 4'-3" on center as shown on Exhibit G.2.2 and Exhibit G.2.3 for shelters **with PSA panels**, and distance between the front and back columns shall be 3'-0" on center as shown on Exhibit G.1.2 and Exhibit G.1.3 for shelters **with no PSA panels**.
8. Decorative iron frame: The rear panel and the one side panel that is facing the oncoming traffic, shall be Maravilla style wrought iron for shelters

EXHIBIT F.1

SPECIFICATIONS FOR NORTH COUNTY SOLAR-POWERED BUS STOP SHELTER STRUCTURE (WITH PSA PANELS & WITH NO PSA PANELS)

installed in the North County area as shown in Exhibit G.2.1. Other panel designs, that blend aesthetically with the surrounding community and will protect patrons from the inclement weather, must be approved by the County.

9. Perforated iron frame: All three sides of these shelters shall have perforated decorative panels as shown on Diagram-G.1.4, or other panel designs approved by the Engineer, that blend aesthetically with the surrounding community and will protect patrons from the inclement weather. Perforated hole diameter for the side and back panels shall be 16 gauge steel with ¼" holes spaced 3/8" apart (center to center).
10. Two-sided Public Service Announcement (PSA) Panel: Two-sided panel with be placed along one side of the shelter that is not facing the oncoming traffic, as shown on the sketch, to post public service announcements. Each panel shall hold poster with a display area of 46" wide x 67" long and an overall size of 47" wide x 70" long. The frame of the panel shall be welded to the structure and panel shall have a locking mechanism for securing and replacement of posters.
11. Glass or Glazing: Materials used for PSA panels placed against advertisements shall be a minimum thickness of three-eighths (3/8) of an inch clear or tinted tempered safety glass, same thickness of glazing clear or bronze tinted acrylic, polycarbonate, or mar-resistant polycarbonate, or better material approved by the DIRECTOR. At locations experienced with high vandalism, acrylics plastic panel may be used. Optional glazing frames shall be jointed with continuous extruded PVC dry set tubes.
12. All fasteners shall be concealed or vandal-resistant.
13. The shelters are to be anchor bolted to the sidewalk at a minimum of 3" deep into concrete sidewalk with vandal resistant hardware to prevent accidents, vandalism or theft.

Installation of Solar Lighting System (integrated into bus shelter):

1. Solar Panel array shall be 40 watts (W) and consist of Mono or Polycrystalline silicon cells with voltage at peak power of 17 volts (V). Current power shall be 2.36 Amps (A). The solar panel shall have a minimum of a ten-year warranty.
2. Enclosed Power Unit (EPU): The EPU shall be constructed of .090 aluminum or Department approved equal. The solar panel shall be

EXHIBIT F.1

SPECIFICATIONS FOR NORTH COUNTY SOLAR-POWERED BUS STOP SHELTER STRUCTURE (WITH PSA PANELS & WITH NO PSA PANELS)

- fastened to the EPU using vandal-resistant hardware. The battery, system controls, and Direct Current (DC) inverter ballast shall be housed in the EPU. The EPU shall have a minimum of a ten-year warranty.
3. Solar Lighting Controller: The solar lighting controller shall be protected with a 20A fuse. The fuse shall be in a sealed, weather-resistant holder. The controller shall have a minimum of a five-year warranty.
 4. Run Operation for Illumination: Lighting will be on from dusk to dawn.
 5. Transformer: The transformer shall be matched to the lamp. The transformer shall have a minimum of a five-year warranty.
 6. Luminaire: The luminaire shall consist of a Light Emitting Diode (LED) lamp unit with SOL Max-Lite reflector or Department approved equal that provides a minimum average of 0.9 foot-candle (fc) from grade level inside the bus stop shelter. Lamp shall have an average life of a minimum of 100,000 lamp hours and shall be maintenance free. The LED lamp shall be embedded in a platform as one unit for convenience. The reflector shall be constructed of polycarbonate to protect against severe impact and vandalism and shall be mounted to the ceiling with vandal-resistant hardware. The reflector shall be warranted for the life of the system.
 7. Battery: The battery shall be Gel-Tech Type, 12 V sealed valve regulated gel cell rated for a minimum of 32 amp-hours at the 100-hour rate or Department approved equal. The battery of the nonadvertising bus stop shelter, when fully charged, shall have a minimum of 72 hours reserve capacity for the overall system. The battery must be maintenance free and use no water and shall have a minimum of a five-year prorated warranty.
 8. Self-Test: For ease of maintenance, the system shall be capable of activation during the day via a locking switch or other similar device to test if the system is functioning. Activation of the self-test switch must be possible without opening the EPU or luminaire.
 9. Powder Coating: All exterior aluminum components shall be powder coated.
 10. Original Manufacturers Specification Sheets: Specification sheets must be provided for all components and the contractor must provide information showing that all products provided conform to our specifications.

EXHIBIT F.1

SPECIFICATIONS FOR NORTH COUNTY SOLAR-POWERED BUS STOP SHELTER STRUCTURE (WITH PSA PANELS & WITH NO PSA PANELS)

11. Drawings: Working drawings showing all systems listed above and their attachment to the shelter must be provided.
12. Solar panel orientation: A platform designed to hold the solar collector is an integral part of the roof design. The platform is designed to pivot and lock into place so that the collectors receive optimum contact with the sun by pointing to the south no matter which direction the shelter is installed in. The pole is installed to rise perpendicular to the roof and is to be powder coated the same color as the roof fascia. Roof style for said shelter is High Peak Roof.

Street furniture:

Shelters will have a minimum clearance of 48 inches from any fixed object or other obstruction (i.e., street lights, power poles, trees, face of curb etc.) except for a building or other structure located on private property.

ADA Requirements:

1. Shelters, benches, and trash receptacles shall be in compliance with the Americans with Disabilities Act (ADA) of 1990 and all other applicable State and Federal accessibility laws, whichever is more stringent.
2. To the maximum extent allowed by legal or site constraints, bus stop pads shall have a clear length of 96 inches minimum measured perpendicular to the curb or vehicle roadway edge and a clear width of 60 inches minimum measured parallel to the curb or vehicle roadway edge as shown on Exhibit G.3.
3. There must be a minimum clear floor area of 30 inches by 48 inches within the bus stop shelter. Accessible path of travel must be at least 48 inches wide.
4. The minimum turning space required for a 90-degree turn for a person in a wheelchair from a 36-inch path into another 36-inch path must be at least 36 by 84 inches.
5. All traffic control, installation, and other work performed under this contract must be in compliance with the ADA and its accessibility guidelines.

EXHIBIT F.1

SPECIFICATIONS FOR NORTH COUNTY SOLAR-POWERED BUS STOP SHELTER STRUCTURE (WITH PSA PANELS & WITH NO PSA PANELS)

Other Requirements:

1. Drawings and Calculations: Mechanical drawings and calculations showing method of installation, material to be used, wind loads, and all necessary details must be submitted and approved by Public Works before installation of any systems are allowed. Contractor must also submit calculations showing the solar energy will adequately provide the electricity required in these specifications.
2. Permits: Contractor shall obtain all permits necessary for the work (i.e. Excavation permits, Encroachment permits, etc.), all of which shall be paid at Contractor's own expense.
3. Traffic Control: Contractor shall be responsible for setting traffic control at all project sites in compliance with the latest edition of Manual on Uniform Traffic Control Devices issued by the Federal Highway Administration.
4. Workmanship: All construction shall conform to the latest edition of Standard Specifications For Public Works Construction; all work and workmanship found to be substandard or inadequate by Public Works shall be corrected at no cost to the County.

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EXHIBIT F.2

SPECIFICATIONS FOR NON-ADVERTISING BUS STOP BENCH WITH BACK SUPPORT AND ARMREST

General Requirement:

- 1- The benches are to be anchor-bolted to the sidewalk at a minimum of 3-inches deep into the concrete sidewalk with vandal-resistant hardware to prevent accidents, vandalism, or theft.
- 2- The benches must be powder-coated to facilitate graffiti abatement and routine maintenance.
- 3- The installation of the benches must be in compliance with the Americans with Disabilities Act (ADA) and its accessibility guidelines.

Below is the approximate description and dimensions of the bench:

- Shape: The overall contour and design shall be similar to that shown in Exhibit G.4.
- Dimensions: 6'-0" x 2'-7" x 2'-4".
- Seating surface: 1/4" x 2" steel bars and 2.5" O.D. steel pipe.
- Support: 1-1/8" square steel bar.
- Fasteners: 1/2" stainless Zinc Hilti anchors or County approved equal.
- Finish: Polyester powder finish.
- Style: LNI Aurora Series Model BL-6 Bench, Du Mor Bench 58, or Public Works approved equal.
- Color: Black.

EXHIBIT F.3

SPECIFICATIONS FOR A TRASH RECEPTACLE WITH ALUMINUM LINER AND KEY-LOCKING DOME TOP

1. Style: LNI Aurora Series Model TC-32, Seating Component Model 32 CLTRID, Du Mor Receptacle 84, or Public Works approved equal.
2. Shape: Approximate the design shown in Exhibit G.5.
3. Nominal capacity: 32 gallons.
4. Color: Black
5. Outside frame made of steel slats with aluminum liners that sit inside to contain trash.
6. Mounting Floor mounting with steel angle plates (L-bracket) approximately 2" x 2" or equivalent with a hole for anchoring ½" stainless zinc Hilti anchors into the concrete at a minimum of 3-inches deep to secure receptacle to concrete pad or sidewalk firmly.
7. Placement of Trash Receptacle: Minimum clear distance of 42-inches to any other fixed object as shown in Diagram-6A for bus stop with concrete improvement and Diagram-6B for bus stop without concrete improvement.
8. The trash receptacle shall be placed at least 1' – 6" away from the back of the curb and 1' away from the back of curb.
9. Orientation of a Trash Receptacle:
A trash receptacle should always be placed on the right side of the bus stop. The right side of the bus stop is determined by standing at the bus stop and facing the street. A trash receptacle may not be placed differently due to existing objects or geographic constraints without Director/Designee consent.
10. Dome or rain bonnet shall be mounted on top of trash receptacle. The dome or rain bonnet must be firmly secured with locking ring or hinges to the outside frame of the trash receptacle to prevent unauthorized removal of the dome or the inner drum. Dome or rain bonnet and outside trash receptacle frame must have lock hasps for padlock. Contractor will not be responsible for providing padlock.
11. The aluminum liner must be secured with a chain or high tensile strength wire to the frame of the trash receptacle or secured in an alternative way acceptable to Director/Designee to prevent unauthorized removal of the liner.
12. Entire assembly must be powder coated to resist corrosion and weathering.

EXHIBIT F.3
SPECIFICATIONS
FOR
A TRASH RECEPTACLE
WITH ALUMINUM LINER AND KEY-LOCKING DOME TOP

13. **ADA Requirements:** Trash receptacles shall be installed in compliance with the Americans with Disabilities Act (ADA) of 1990 and all other applicable State and Federal accessibility laws, whichever is more stringent.

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EXHIBIT F.4
SPECIFICATIONS
FOR
SOLAR-POWERED LIGHT POLE

EQUIPMENT SPECIFICATIONS:

- 1) Style: Model No. PV-STOP manufactured by Urban Solar Corporation, or Public Works approved equal.
- 2) Solar Panel: The width and length of the solar panel, including frame, shall have a dimension range from 16 to 36 inches that consist of a minimum area of 400 square inches. The solar panel shall have a minimum output of 25 watts (W) during the peak charging time of 1 p.m. The panel shall consist of Mono or Polycrystalline silicon cells with by-pass diodes to keep broken and/or shaded sections from interfering with the output of the functioning sections. The solar panel must be protected from UV rays and shall have a minimum of a ten-year warranty from output degradation below 25W at peak charging time and panel deterioration. Bidders must submit supporting electrical power calculation for review.
- 3) Battery: The battery for the solar light pole, when fully charged, shall have a reserve capacity sufficient to provide the required illumination for a minimum of three days while operating 14.5 hours per day without any solar charging. The battery shall be valve regulated, 12 Volts (V) nominal and rated at least 20 Ampere-Hours (AH) at the 20-hour rate. The battery shall be maintenance free, use solid or gelled electrolyte, and shall have a minimum of a five-year prorated warranty.
- 4) Electrical wiring and connections: Power conductors connecting the solar panel, charge controller, battery, light controller and luminaire assembly shall be copper, a minimum capacity of stranded No. 14 American Wire Gauge (AWG). All other signal and control wiring shall be copper, and may range from No. 16 to No. 20 AWG. All exposed metallic surfaces from the solar panel frame to the pole shall be grounded with a minimum No. 14 AWG copper conductor that are bonded to a suitably ground rod or a grounding plate. Connectors shall be waterproof. Circuit board and electronic components shall be conformal coated.
- 5) Light Emitting Diodes (LED): High intensity white LED lamp unit or Public Works approved equivalent that provides a minimum of 2.0 foot candles (fc) of light, above ambient light levels, for the illumination area when measured at the ground. Luminaire shall have a minimum of four LEDs per luminaire assembly. Each LED shall have an average life of 100,000 lamp hours and will require

EXHIBIT F.4
SPECIFICATIONS
FOR
SOLAR-POWERED LIGHT POLE

minimal maintenance. The luminaire shall be embedded in a platform as one unit for convenient replacement. If 25 percent of the LEDs quit working, a minimum of 1.3 fc of light, above ambient light levels, shall still be provided. The luminaire should be adjustable by turning it a minimum of 180 degrees away from the solar panel's orientation to maximize sun exposure and flexibility of lighting area. The luminaire assembly shall have a lens/diffuser as the outermost protective covering. The lens/diffuser shall be constructed to endure severe impact and vandalism and shall be mounted with vandal-proof hardware. The lens shall be shatter-resistant and have a minimum of a one-year warranty.

- 6) Enclosed Power Unit (EPU): The EPU shall be constructed of corrosion-resistant aluminum covered by the solar panel and shall be weather-resistant and fastened to the pole using tamperproof security hardware. The EPU shall be equipped with a lockable housing area so that the battery, system controller, and DC inverter ballast are secured within the housing area. The EPU shall have a minimum of a ten-year warranty.
- 7) Solar Lighting Controller: The solar lighting controller must have a "Low Voltage Dropout" setting, or features approved by Public Works, to disconnect all outputs at a certain battery voltage in order to avoid the battery from being discharged fully, harming the battery's recharging ability and shortening its life. Controller must be protected with a fuse that is sealed inside the EPU. The controller shall have a minimum of a five-year warranty.
- 8) Self-Test: The system shall be equipped with a self-test switch. Activation of the self-test switch must be possible without opening the EPU.
- 9) Pole: Shall be a round 120-inch-long, 2-inch-diameter, steel pole, or Public Works approved equivalent, with solar panel and battery enclosure unit mounted at the top of the pole. Exhibit G.7 shows the approximate design.
- 10) Paint: Solar light poles must be painted silver. Paint must be applied with a baked polyurethane finish. All exterior aluminum components shall have polyurethane powder coating.
- 11) Transit Schedule Display Unit: Models for Metropolitan Transportation Authority (Metro) shall be manufactured by Laird Plastics [Tel: (718)257-4444].

EXHIBIT F.4
SPECIFICATIONS
FOR
SOLAR-POWERED LIGHT POLE

- a) The unit shall be a rectangular metal cube that is approximately 23-³/₈ inches high x 8 inches wide x 7 inches long. Approximate designs shown on Exhibit G.8. Display surface must be covered with transparent acrylic panel for clear display and protection purposes. The four display surfaces will be 22-¹/₈ inches high x 5-⁵/₈ inches wide. The unit must have sufficient space between the display surface and acrylic panel to accommodate a Metro insert that is 23-¹/₈ inches high x 6-⁵/₈ inches wide. The panels must be secured by vandal-resistant screws to safely keep inserts inside the panel. A sample of a Metro display unit may be viewed at the bus stop located on eastbound Cesar Chavez Avenue at nearside of Vignes Street in Los Angeles.

12) Durability:

- a. Solar light poles shall be designed to withstand minimum wind loads of 75 mph.
- b. Solar light poles must be designed to withstand a variety of conditions including, at a minimum, inclement weather, salt air, high winds, bright sunlight, and earthquakes.
- c. All parts and components shall be secured with tamperproof security hardware.

13) Performance Guarantees:

- a. Run Operation: Lighting will be from dusk to dawn.
- b. Operating Range: Temperature range shall be from -40 degrees Fahrenheit to +176 degrees Fahrenheit (-40 degrees Celsius to +80 degrees Celsius). Humidity operating range shall be from 20 percent to 90 percent humidity.
- c. Illumination Area: The area illuminated by the light shall be a minimum of a 5-foot-diameter circular area on the ground when the light source is 10 feet above the ground.

EXHIBIT F.4
SPECIFICATIONS
FOR
SOLAR-POWERED LIGHT POLE

- d. Original Manufacturer's Specification Sheets: Original Manufacturer's Specification Sheets must be provided for all components of the solar light poles.
- e. Warranty: The overall integrity of the system shall have a minimum of a two-year warranty.

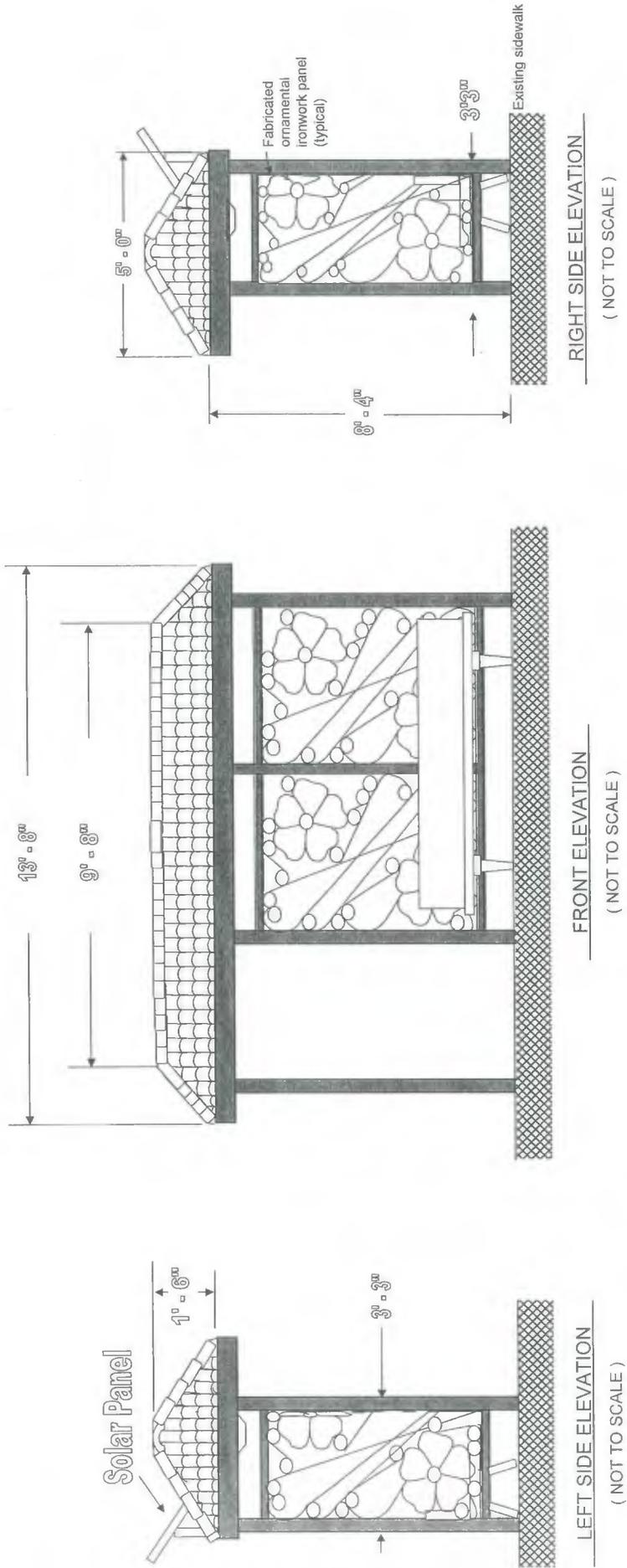
INSTALLATION REQUIREMENTS:

- 1) Base: Contractor shall replace, relocate, or reinstall solar light pole with surface-mount method with supporting structural calculations approved by the Director/Designee before work commences.
- 2) Placement: As shown on Exhibit G.11, the solar light pole must be placed on the right-hand side of the bus shelter when facing the bus shelter from the street or at either side of the bus stop sign pole if there is no bus shelter. Depending on the terrain of each site, the solar light pole must be installed as close as possible to the edge of curb, but no less than 30 inches perpendicular from the edge of curb (36 inches from face of curb) to avoid obstructing the bus path while still allowing adequate clearances for wheelchair access. Alternate locations must be reviewed and approved by Public Works.
- 3) Mounting of Schedule Display Unit: The top of the transit schedule display unit shall be mounted 5 feet 0 inches +/- ½ inch above the ground so that the information displayed is fully accessible by persons in wheelchairs.
- 4) Orientation: The solar panel must be oriented to face south to southwest to provide solar charging capacity sufficient to meet all requirements noted herein during the shortest daylight periods of the year.
- 5) Underground Utility: Contractor must verify and avoid conflicts with underground utilities, if any.
- 6) Mechanical Drawings: Mechanical drawings showing method of installation, material to be used, and all necessary details must be submitted and approved by Public Works before installation of any systems are allowed.

EXHIBIT F.4
SPECIFICATIONS
FOR
SOLAR-POWERED LIGHT POLE

- 7) Permits: Contractor shall obtain all permits necessary for the work (i.e. excavation permits, encroachment permits, etc.), all of which shall be paid at Contractor's own expense.
- 8) Traffic Control: Contractor shall be responsible for setting traffic control at all project sites in compliance with the latest edition of Manual on Uniform Traffic Control Devices issued by the Federal Highway Administration.
- 9) Workmanship: All construction shall conform to the latest edition of Standard Specifications For Public Works Construction; all work and workmanship found to be substandard or inadequate by Public Works shall be corrected at no cost to the County.
- 10) American Disabilities Act: All traffic control, installation, and other work performed under this contract must be in compliance with the Americans with Disabilities Act of 1990 (ADA). Light poles must only be installed a minimum of 36 inches from the face of curb and 42 inches on either side of an obstruction.
- 11) Prior to Public Works acceptance of the solar light pole and its installation, the functionality of the solar light pole shall be demonstrated. The functionality will include illumination area measurements, luminaire output, battery charging capacity, and battery storage capacity at each site.

EXHIBIT G.1.1
DIAGRAM OF SOLAR POWERED / NON-ADVERTISING BUS SHELTER
(NO PSA PANELS) BLACK FRAME AND RED TILE ROOF WITH BACK SUPPORT BENCH



NOT All dimensions are approximations.

EXHIBIT G.1.2
DIAGRAM OF TYPICAL NON-ADVERTISING BUS SHELTER (No PSA Panels)
WITH STREET RIGHT-OF-WAY AND MINIMUM CLEARANCES

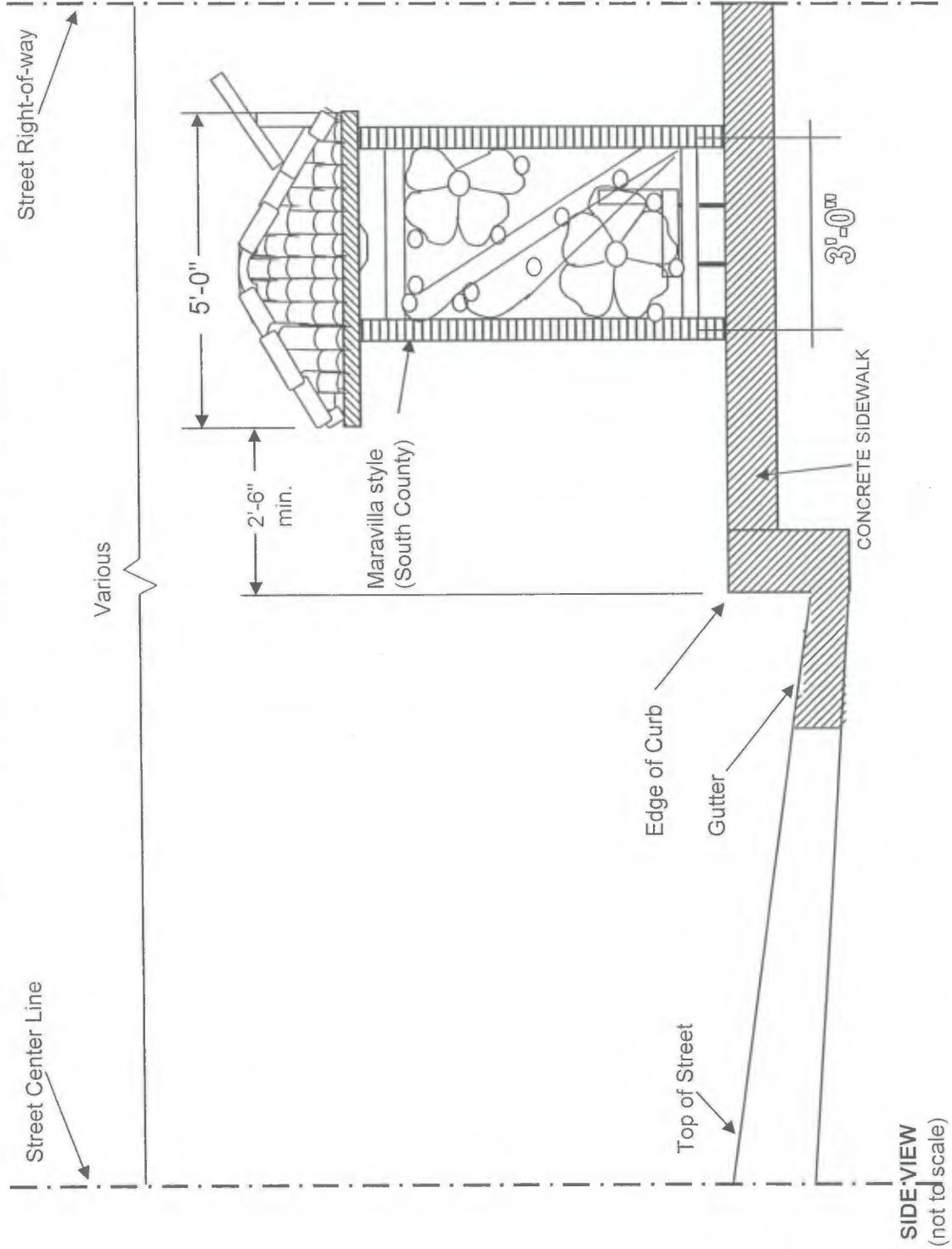
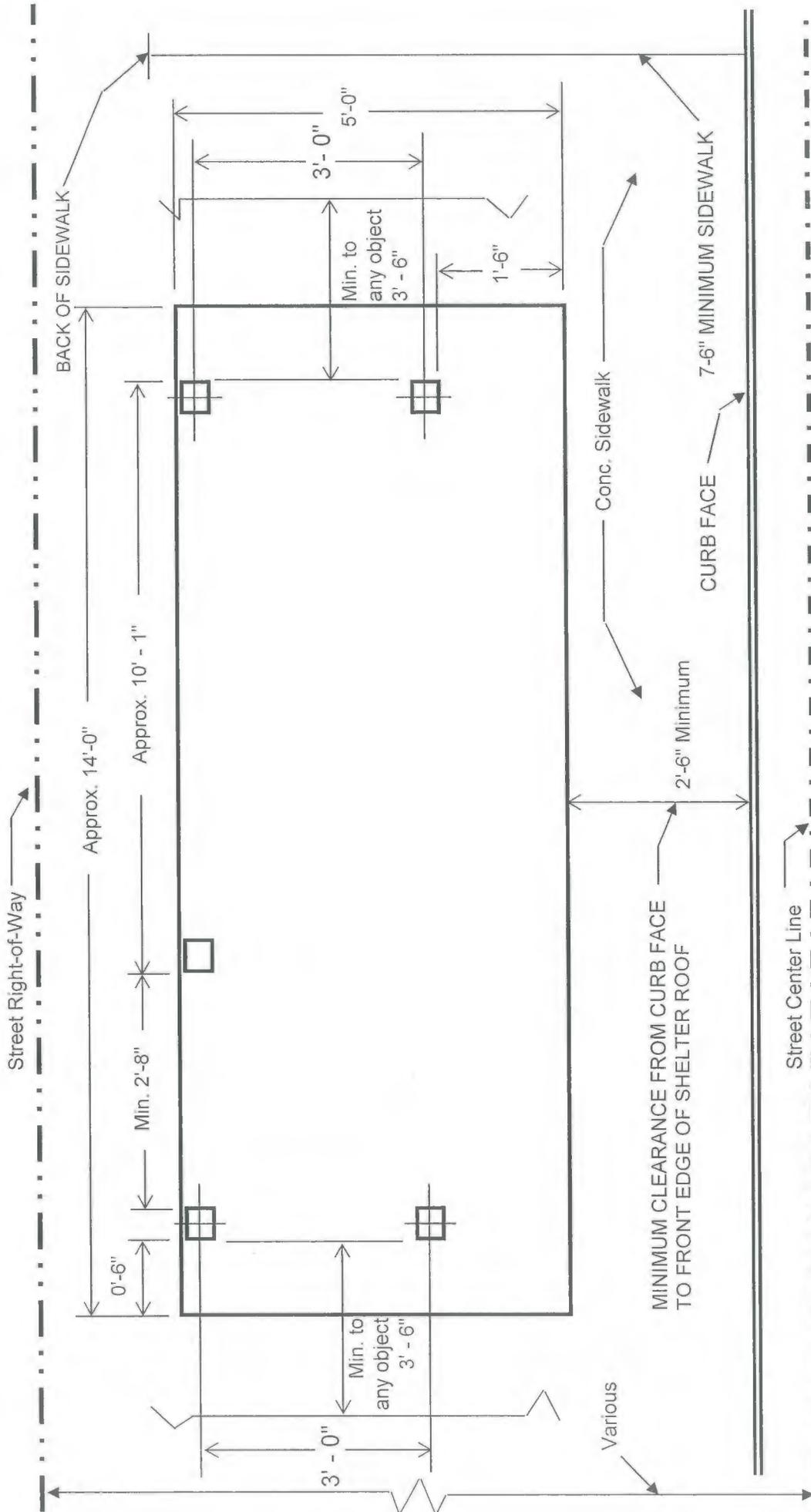
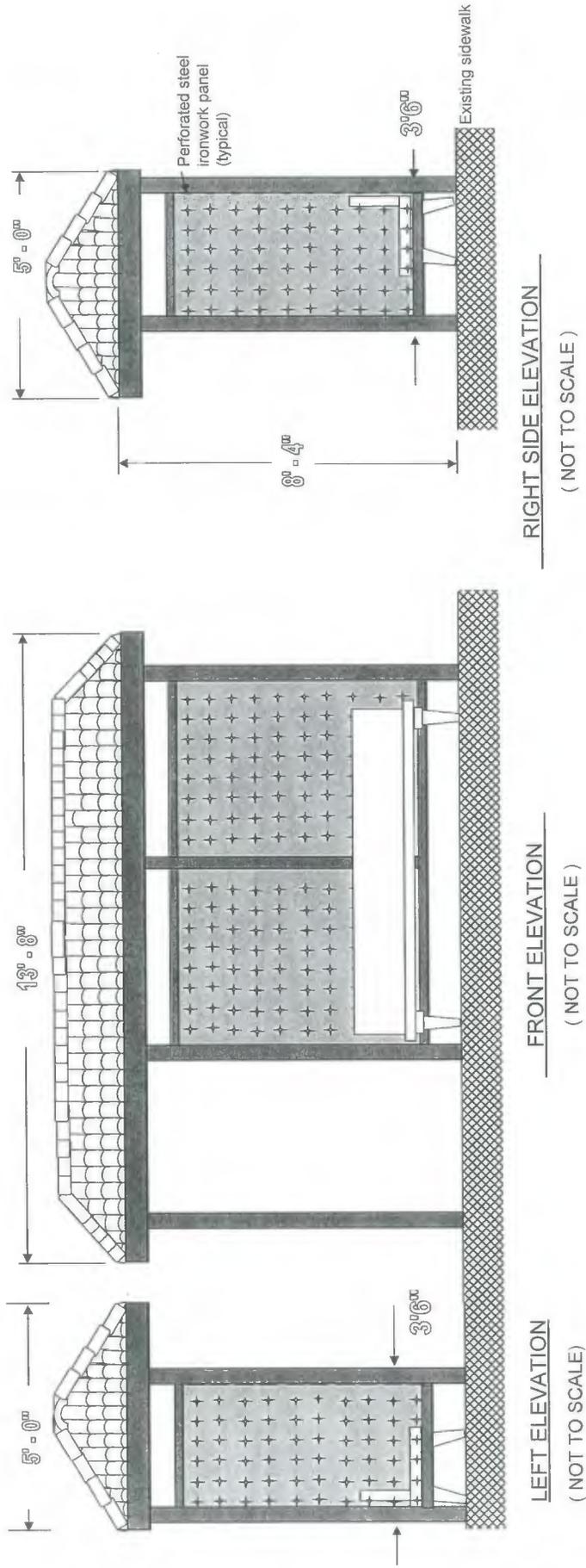


EXHIBIT G.1.3
DIAGRAM OF STREET RIGHT-OF-WAY AND MINIMUM CLEARANCES
FOR TYPICAL NON-ADVERTISING BUS SHELTER (NO PSA Panels)



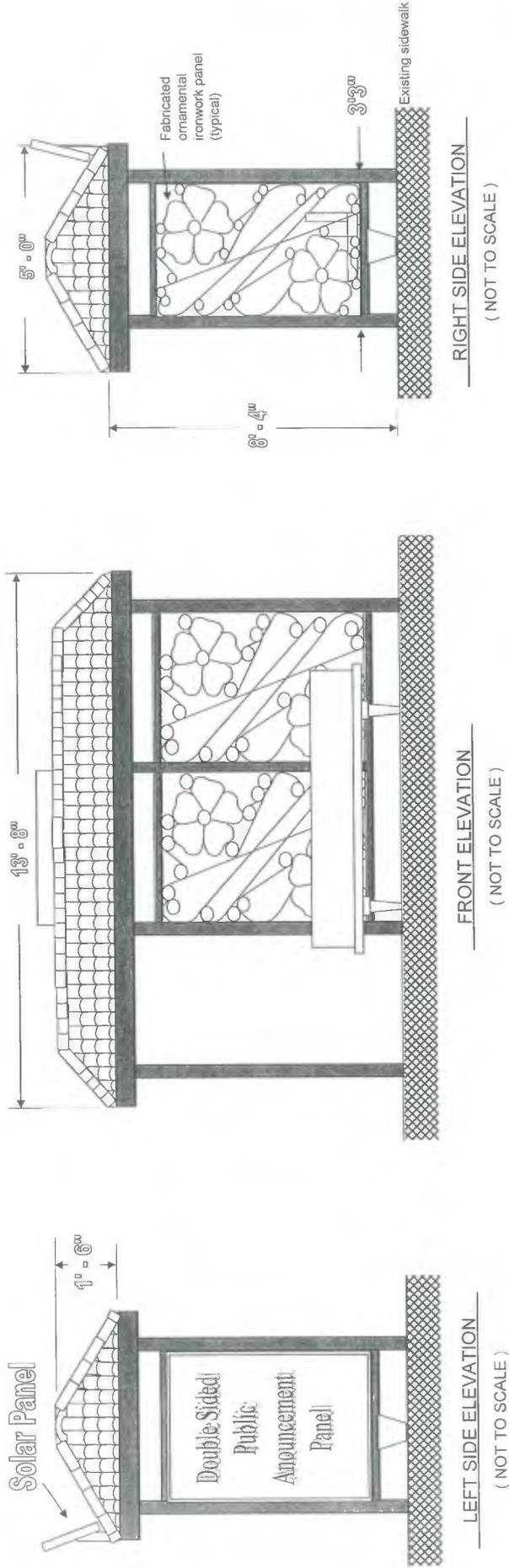
TOP VIEW
(not to scale)

EXHIBIT G.1.4 - DIAGRAM OF SOLAR POWERED / NON-ADVERTISING BUS SHELTER (NO PSA PANELS) BLACK FRAME PERFORATED PANELS AND RED TILE ROOF WITH BACK SUPPORT BENCH



All dimensions are approximations.
 The left decorative frame is identical to the right side.

EXHIBIT G-2.1
DIAGRAM OF SOLAR POWERED / NON-ADVERTISING BUS SHELTER
(WITH PSA PANELS)
BLACK FRAME AND RED TILE ROOF WITH BACK SUPPORT BENCH



NOTE: All dimensions are approximations.
The left side has a double sided public announcement panel.

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EXHIBIT G.2.2
DIAGRAM OF STREET RIGHT-OF-WAY AND MINIMUM CLEARANCES
FOR TYPICAL NON-ADVERTISING BUS SHELTER (with PSA Panels)

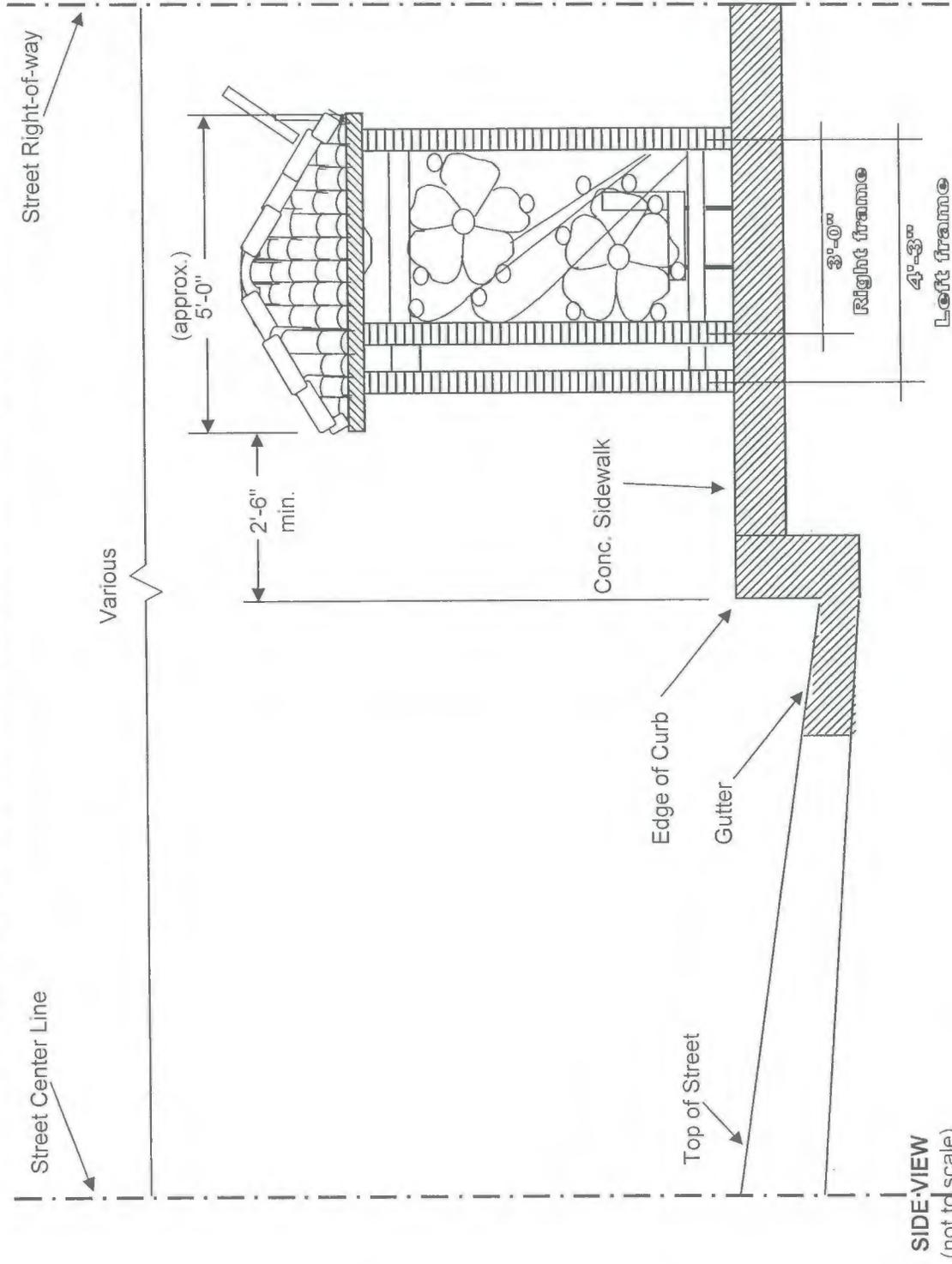
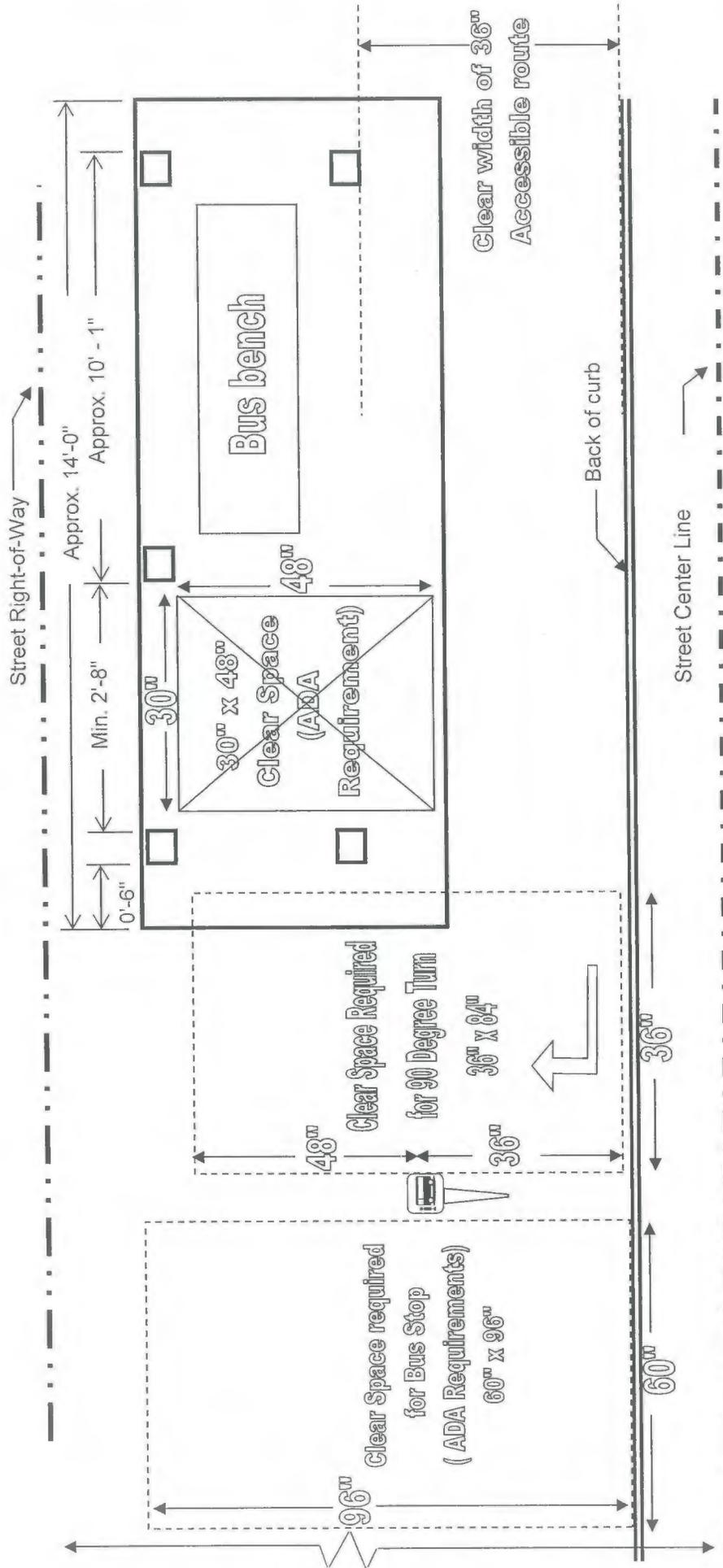


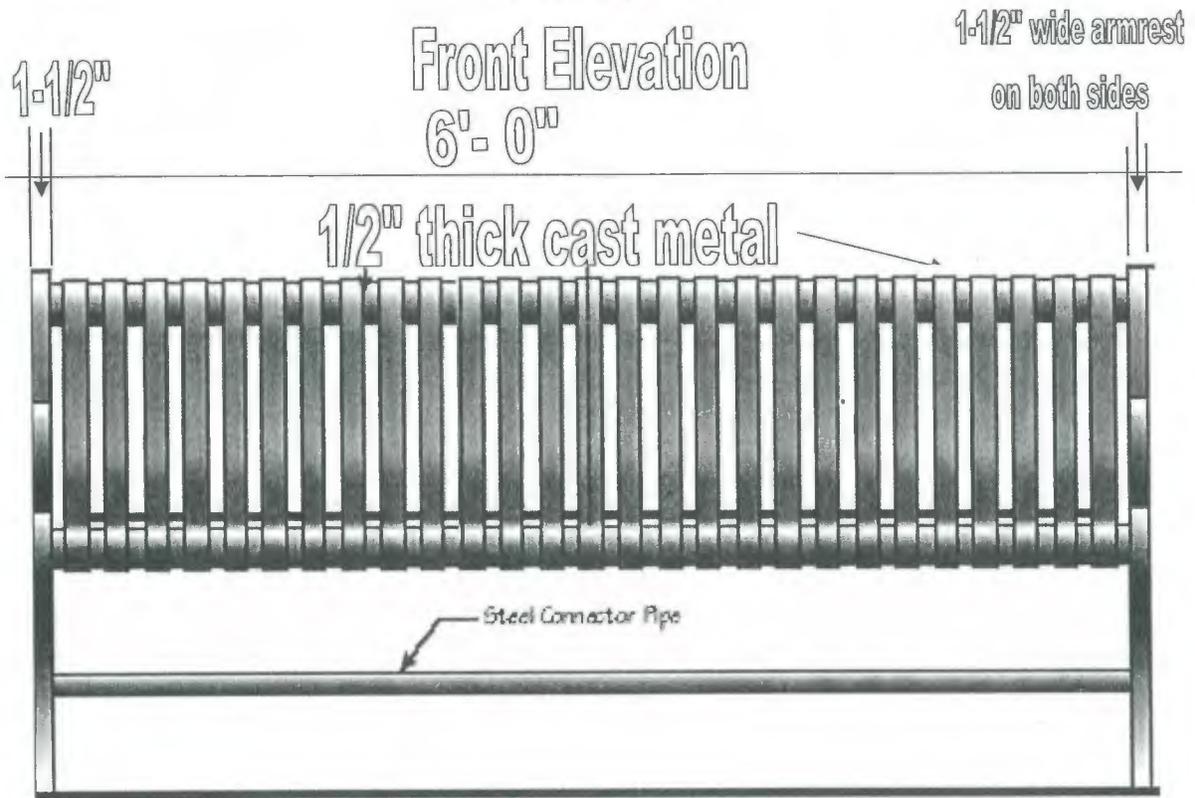
EXHIBIT G.3
DIAGRAM OF AMERICAN DISABILITIES ACT (ADA)
REQUIREMENT FOR BUS STOP



(NOT TO SCALE)

EXHIBIT G.4

Diagram of Black Non-Advertising Metal Bench with Gloss Powder Coated Finish
(6' Seating Area)



Steel connecting bar

Side Elevation

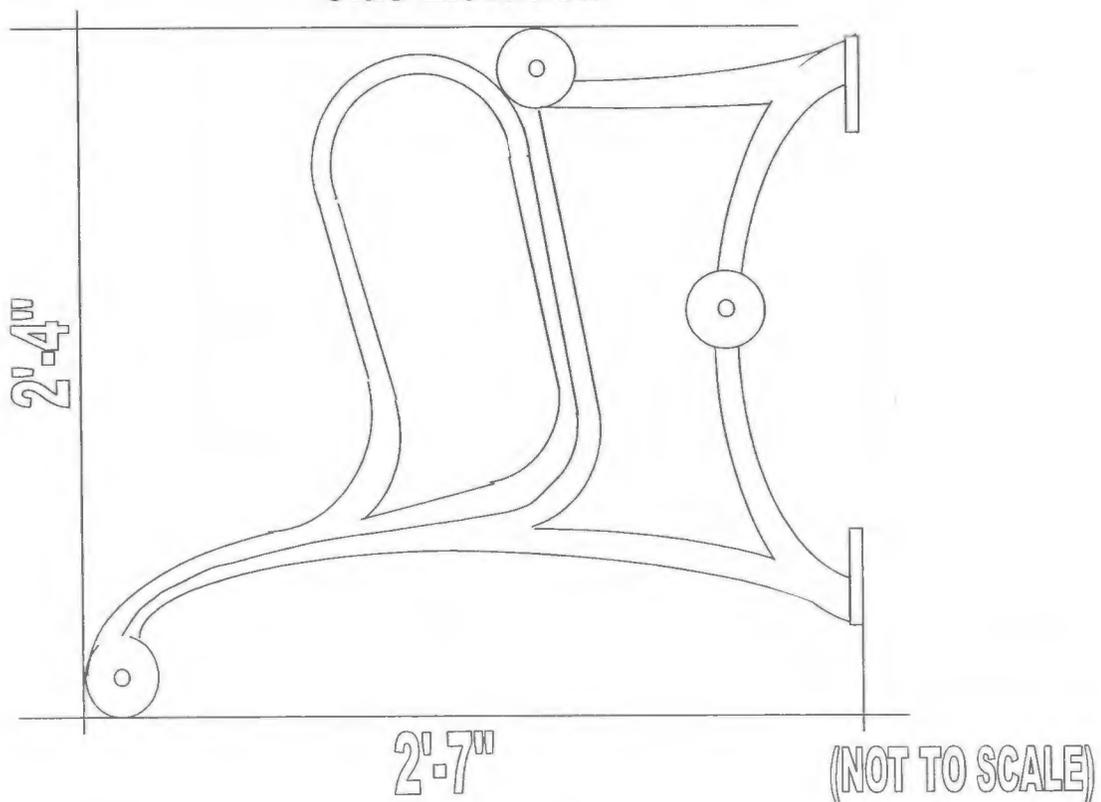
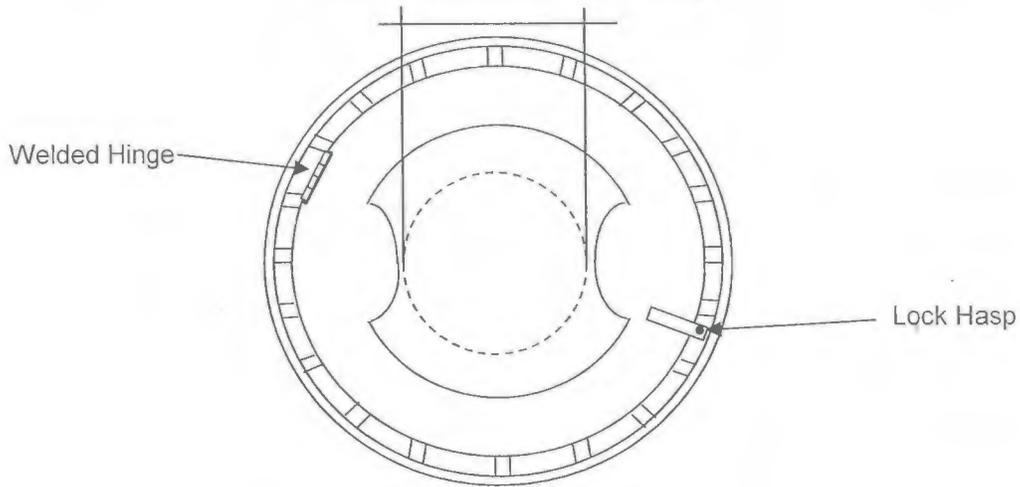


EXHIBIT G.5

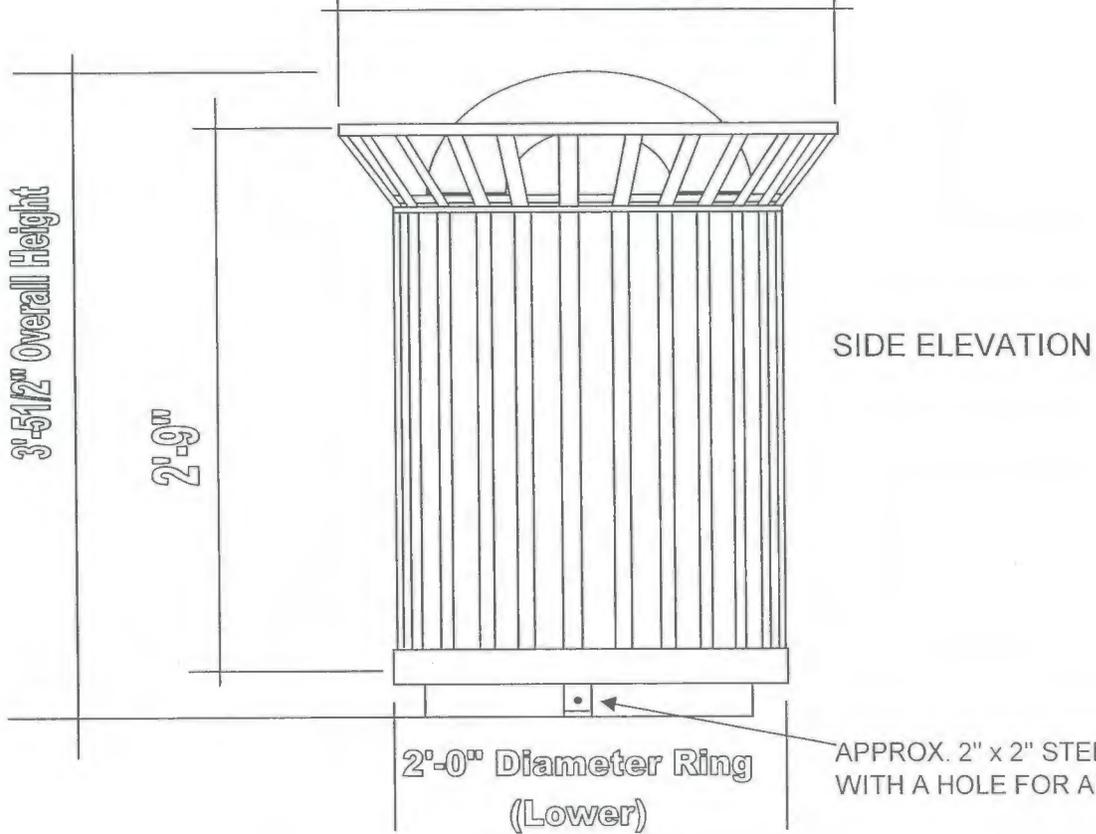
DIAGRAM OF 32-GALLON TRASH RECEPTACLE WITH HARD PLASTIC LINER AND KEY-LOCKING DOME TOP

12" diameter opening



TOP VIEW

2'-6" Diameter Ring (Upper)

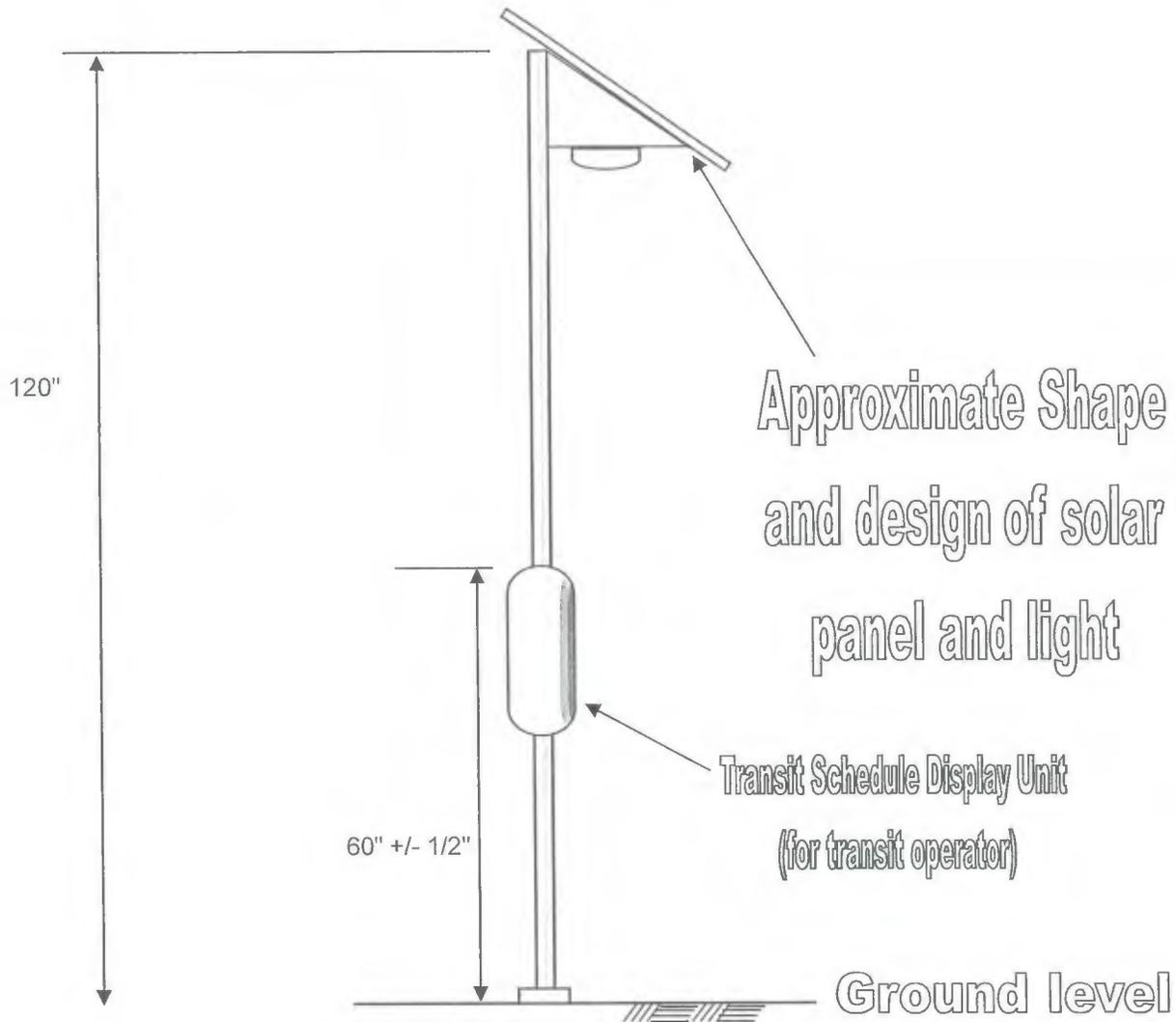


2'-0" Diameter Ring (Lower)

APPROX. 2" x 2" STEEL PLATE WITH A HOLE FOR ANCHORING

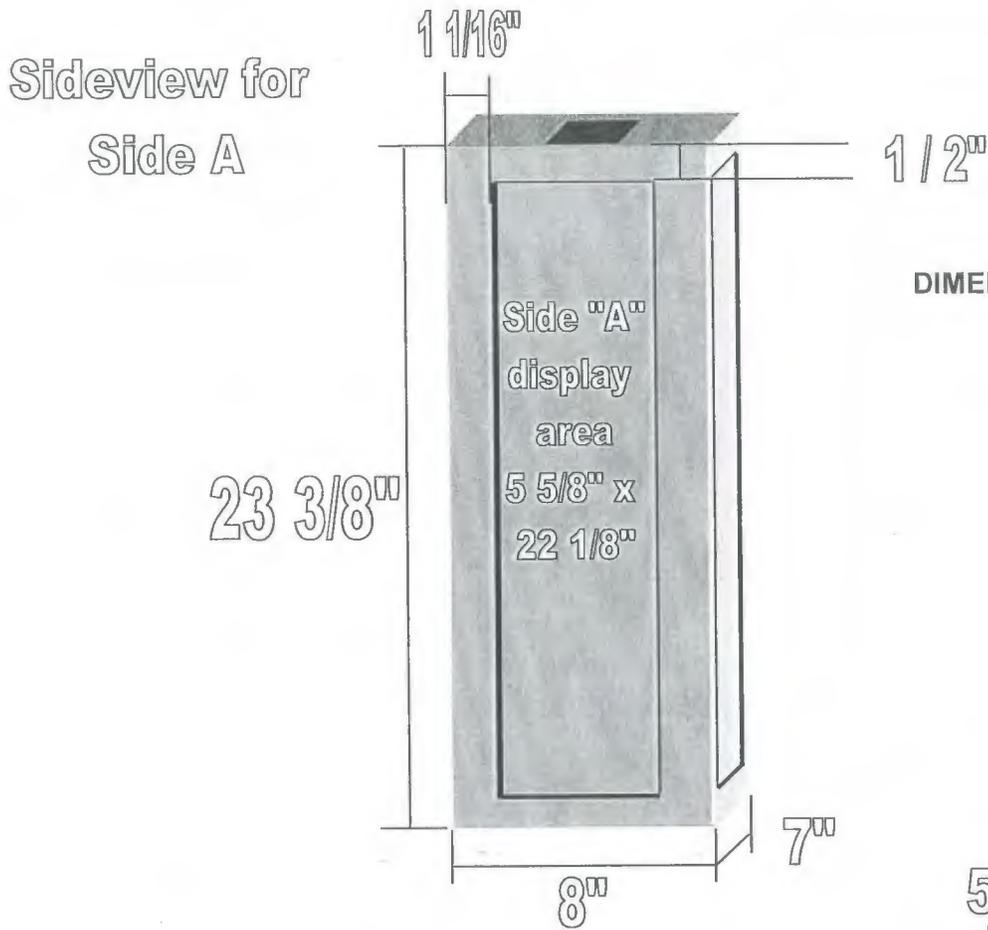
(NOT TO SCALE)

EXHIBIT G.6
DIAGRAM OF STAND-ALONE SOLAR POWERED LIGHT POLE



ELEVATION VIEW OF SOLAR-POWERED LIGHT POLE
(DRAWING NOT TO SCALE)

EXHIBIT G.7
DIAGRAM OF DISPLAY UNIT FOR METRO BUS SCHEDULES AND ROUTES



DIMENSIONS ARE APPROXIMATE
(NOT TO SCALE)

Sideview for Side B



Topview

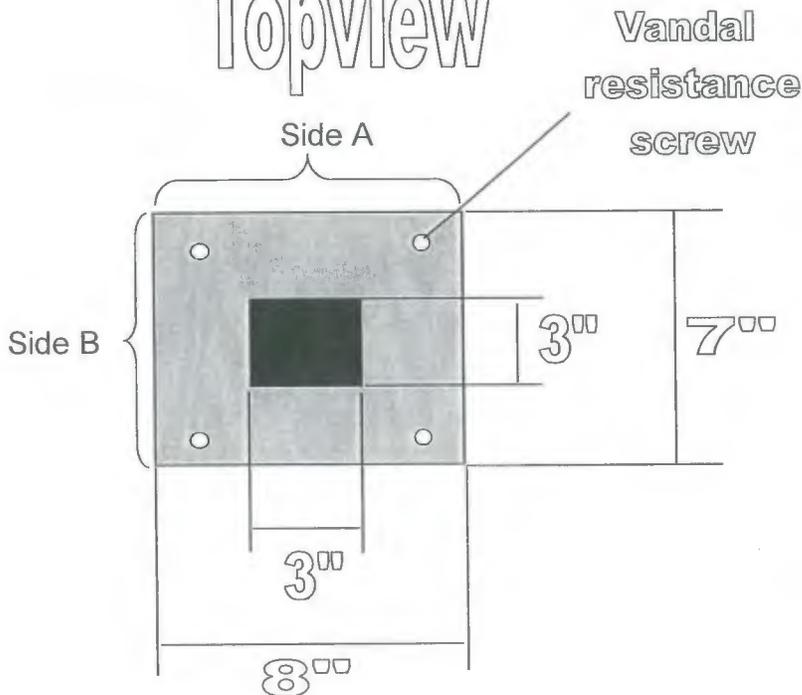
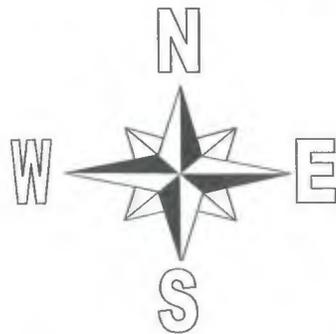
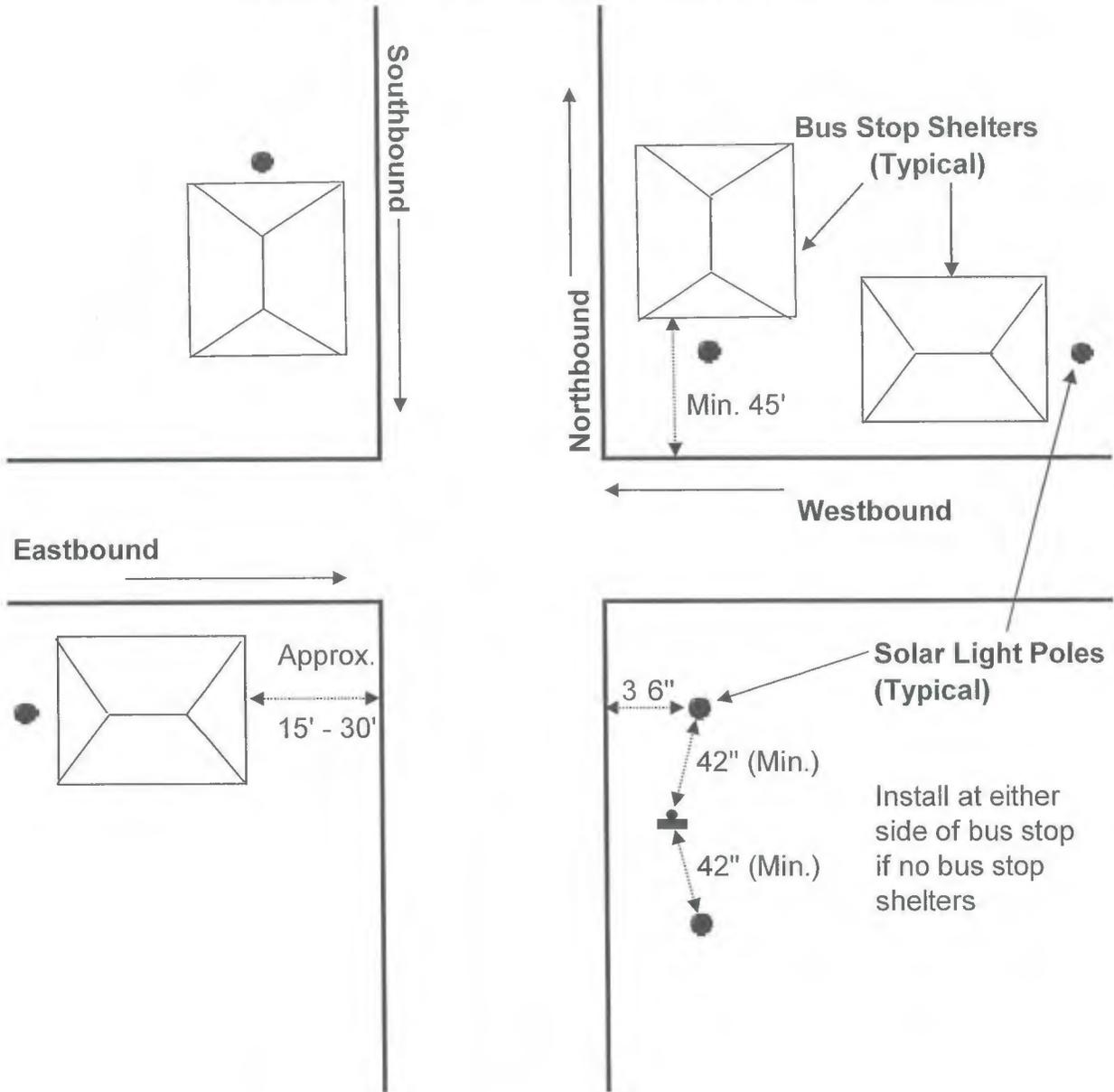


EXHIBIT G.8 DIAGRAM OF PLACEMENT OF SOLAR LIGHT POLES



**EXHIBIT H
PROPOSED COST FOR BUS STOP AMENITIES**

Vendor's Signature: _____ Date _____ Director's/Designee's Signature: _____ Date _____

Please enter proposed cost for the appropriate as needed service item. All costs are inclusive with times, materials, taxes, and other necessary charges incurred.

Bus Stop Location: _____

Approve Not approve Comments: _____

Parts / Services	Reinstall	Repair	Replace	Relocate	Remove	Notes
BUS SHELTER Style and Model No. _____						
Bus shelter unit*						
Shelter structure						
Solar panel						
Ad panel glass						
BUS BENCH Style and Model No. _____						
Bench unit						
TRASH RECEPTACLE Style and Model No. _____						
Receptacle unit						
Dome cover						
Frame						
Liner						
OTHERS: (please specify)						

* Bus shelter unit includes a shelter structure, a bus bench, a trash receptacle and the necessary power source to provide illumination for shelter and/or ad panel.



COUNTY OF LOS ANGELES



DEPARTMENT OF PUBLIC HEALTH

Environmental Health/Environmental Protection Bureau
 Solid Waste Management Program
 5050 Commerce Drive, Baldwin Park, CA 91706 TEL: (626) 430-5540

APPLICATION FOR WASTE COLLECTOR PERMIT
 (Part 1 - Business Only)

APPLICATION NO.
DATE

1. GENERAL BUSINESS INFORMATION

1. FIRST NAME		
2. FICTITIOUS FIRM NAME OR D.B.A. (IF DIFFERENT FROM NO. 1)		
3. ADDRESS OF FIRM		
4. MAILING ADDRESS OF FIRM (IF DIFFERENT FROM NO. 3)		
5. A) FIRM TELEPHONE NO. (S)	B) EMERGENCY TELEPHONE NO. (S)	
6. OWNER (S) NAME		
7. TYPE OF OWNERSHIP		
8. PERSON (S) RESPONSIBLE FOR OPERATION OF FIRM		
	<u>NAME</u>	<u>ADDRESS</u>
A)		<u>TELEPHONE NO.</u>
B)		
C)		
D)		
9. PERSON (S) TO CONTACT IN AN EMERGENCY		
	<u>NAME</u>	<u>TELEPHONE NO.</u>
A)		
B)		
C)		
D)		
10. DATE STARTED IN THIS BUSINESS	11. THIS IS AN APPLICATION FOR	
	NEW BUSINESS <input type="checkbox"/> RENEWAL <input type="checkbox"/>	
12. "THE ABOVE INFORMATION IS TRUE AND CORRECT TOT THE BEST OF MY KNOWLEDGE AND BELIEF. AS CONDITIONS FOR THE GRANTING OF THIS PERMIT. (1) (WE) AGREE TO SUBMIT ANY ADDITIONAL INFORMATION THAT MAY BE REQUIRED BY THE ENFORCEMENT AGENCY. (1) (WE) AGREE TO CONDUCT ALL PHASES OF THE BUSINESS AND TO MAINTAIN ALL EQUIPMENT USED IN CONJUNCTION WITH THE BUSINESS IN CONFORMANCE WITH ALL APPLICABLE LAWS. REGULATIONS AND ENACTMENTS."		
SIGNATURE OF APPLICANT (S) : _____		

II. FOR ENFORCEMENT AGENCY USE ONLY:

1. DATE APPLICATION MADE	RECEIVED
2. DATE APPLICATION ACCEPTED	RECEIVED
3. APPLICATION	
A) APPROVED _____ DATE _____	
B) DENIED _____ DATE _____	
C) REASON FOR DENIAL _____	
4. PERMIT NO.	5. PERMIT RENEWAL DATE

SIGNATURE OF AUTHORIZED REPRESENTATIVE _____



COUNTY OF LOS ANGELES



DEPARTMENT OF PUBLIC HEALTH

Environmental Health/Environmental Protection Bureau
 Solid Waste Management Program
 5050 Commerce Drive, Baldwin Park, CA 91706 TEL: (626) 430-5540

APPLICATION FOR WASTE COLLECTOR PERMIT
 (Part 2 - Collection Equipment)

APPLICATION NO.
DATE

1. GENERAL BUSINESS INFORMATION

1. FIRST NAME					
2. FICTITIOUS FIRM NAME OR D.B.A. (IF DIFFERENT FROM NO. 1)					
3. ADDRESS OF FIRM					
4. MAILING ADDRESS OF FIRM (IF DIFFERENT FROM NO. 3)					
5. ADDRESS OF COLLECTION EQUIPMENT STORAGE YARD					6. TELEPHONE NUMBER
7. THIS IS AN APPLICATION FOR <input type="checkbox"/> NEW PERMIT <input type="checkbox"/> RENEWAL				8. TOTAL NUMBER OF COLLECTION VEHICLES TO BE PERMITTED	
9. SIGNATURE OF OWNER/OPERATOR					
10. LIST OF VEHICLES TO BE PERMITTED					
<u>MAKE</u>	<u>VEHICLE NUMBER</u>	<u>YEAR</u>	<u>CALIFORNIA LICENSE NUMBER</u>	<u>SERVICE/USE (RESIDENTIAL, COMMERCIAL, INDUSTRIAL, DEMOLITION DEBRIS)</u>	<u>TYPE (FRONT, REAR, SIDE LOADER, ROLL-OFF)</u>
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
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II. FOR ENFORCEMENT AGENCY USE ONLY:

1. DATE APPLICATION RECEIVED	2. DATE APPLICATION ACCEPTED	REJECTED
3. APPLICATION		
A) APPROVED _____	DATE _____	
B) DENIED _____	DATE _____	
C) REASON FOR DENIAL _____		
4. PERMIT RENEWAL DATE		

SIGNATURE OF AUTHORIZED REPRESENTATIVE



Environmental Health/Environmental Protection Bureau
Solid Waste Management Program
5050 Commerce Drive, Baldwin Park, CA 91706 TEL: (626) 430-5540

RECORD OF OPERATOR QUALIFICATIONS

THE SOLID WASTE ORDINANCE OF THE COUNTY OF LOS ANGELES REQUIRES THAT BEFORE A WASTE COLLECTOR PERMIT MAY BE ISSUED, PROOF MUST BE SUBMITTED TO THE ENFORCEMENT AGENCY TO ESTABLISH THAT THE WASTE COLLECTOR HAS ADEQUATE FINANCIAL RESOURCES AND EXPERIENCE TO PROPERLY CONDUCT THE OPERATION AUTHORIZED. THE FACTS NEEDED TO ESTABLISH THIS PROOF SHALL INCLUDE BUT NOT BE LIMITED TO THE FOLLOWING:

- 1. THE FILING OF A \$2,500 PERFORMANCE BOND OR EQUIVALENT SECURITY WITH THE ENFORCEMENT AGENCY TO REMAIN IN EFFECT FOR THE TERM OF THE PERMIT.
2. EVIDENCE SUBMITTED TO THE ENFORCEMENT AGENCY THAT THE WASTE COLLECTOR HAS EXPERIENCE SUFFICIENT TO MEET THE NEEDS OF WASTE COLLECTION ACTIVITIES.

IN ORDER TO COMPLY WITH THE ABOVE PLEASE PROVIDE THE FOLLOWING INFORMATION:

1. NAME, ADDRESS AND TELEPHONE NUMBER OF BONDING COMPANY
2. BOND NO. EXPIRATION DATE 3. DATE BOND FILED BOND AMOUNT \$

NOTE: A COPY OF THE PERFORMANCE BOND, MADE PAYABLE TO THE COUNTY OF LOS ANGELES, MUST BE FILED WITH THE ENFORCEMENT AGENCY IN LIEU OF A PERFORMANCE BOND, YOU MAY FILE WITH THE ENFORCEMENT AGENCY A BANK OR SAVINGS AND LOAN CERTIFICATE. THESE MUST BE IN AN AMOUNT NOT LESS THAN \$2,500. PAYABLE TO THE COUNTY OF LOS ANGELES. IF YOU UTILIZE THIS OPTION, PLEASE COMPLETE THE FOLLOWING:

1. NAME OF BANK, SAVINGS AND LOAN, OR CREDIT UNION
2. BRANCH ADDRESS AND TELEPHONE NUMBER
3. NAME OF BRANCH MANAGER
4. CERTIFIED OR CASHIERS CHECK NO. AMOUNT \$ 5. SAVINGS & LOAN CERTIFICATE NO. AMOUNT \$
6. SHARE NUMBER

ADDITIONAL INFORMATION:

1. NAME, ADDRESS AND TELEPHONE NUMBER OF PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE CARRIER
POLICY NUMBER
2. NAME, ADDRESS AND TELEPHONE NUMBER OF WORKMAN'S COMPENSATION INSURANCE CARRIER
POLICY NUMBER
3. LIST FIVE (5) CREDIT REFERENCES (BANK, SUPPLIERS, ETC.)
NAME ADDRESS TELEPHONE NUMBER
A)
B)
C)
D)
E)

RECORD OF COMPANY EXPERIENCE

- 1. HOW LONG HAS THE FIRM BEEN IN THE WASTE COLLECTION BUSINESS:
2. DOES THE FIRM CURRENTLY HOLD ANY CONTRACTS OF FRANCHISES IN CITIES OR OTHER COUNTIES
IF YES, LIST EACH ALONG WITH THE NAME ADDRESS AND TELEPHONE NUMBER OF THE PERSON RESPONSIBLE FOR ADMINISTRATION OF THE CONTRACT OR FRANCHISE AND HOW LONG THE FIRM HAS HELD THE CONTRACT OR FRANCHISE.

WASTE COLLECTOR PERMIT

ATTENTION: _____

SUBJECT: **APPLICATION FOR WASTE COLLECTOR PERMIT**

Please fill out the enclosed application forms for a Waste collector Permit as required by Sections 20.72.020 and 20.72.040 A and B of the Los Angeles County Code, Title 20, Division 4. This permit, issued by the County of Los Angeles, allows your company to operate in the unincorporated areas of Los Angeles County and in incorporated cities of the County, which have adopted Los Angeles County Code, Title 20, Division 4.

If your truck yard is in the City of Los Angeles, you will be billed only for your vehicles. You will have to contact the City for a Collection Vehicle Yard Permit. The address and phone number is:

City of Los Angeles
Environmental Affairs Department
Local Enforcement Agency Program
200 North Spring Street #2005
Los Angeles, CA 90012

Phone: (213) 978-0892

Please note that a **BOND FORM** is enclosed for use in obtaining the required \$2500.00 performance bond. A **CERTIFICATE OF DEPOSIT** is acceptable in place of a bond. The bond or C.D. should be made payable to the County of Los Angeles and submitted along with the completed application forms.

When your completed application package has been received and approved, you will be sent a bill for the permit. A completed application would constitute a temporary permit until the payment for the permit has been received.

Please call Hung Vo, EHS III, at (626) 430-5540, if you have any questions.

Enclosures (4)

WASTE COLLECTOR'S PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENTS:

That we, _____,
business address _____,
as principal, and _____,
a _____ corporation, authorized to transact a surety business, as
surety, business address _____,
are held and firmly bound unto the County of Los Angeles. State of California, in the
sum of **TWO THOUSAND FIVE HUNDRED DOLLARS (\$2,500.00)**, for the payment of
which well and truly to be made we bind ourselves jointly and severally by these
presents.

The condition of the foregoing obligation is that:

WHEREAS said principal is to be issued a Waste collector Permit by the County
of Los Angeles for the collection and disposal of solid wastes and is required by said
County to give this bond in connection with the issuance of said permit.

NOW, THEREFORE, if the said principal shall, while said permit is in full force
and effect, well and truly do and perform all the covenants and obligations of said permit
on its part to be done and performed at the times and in the manner specified therein,
then this obligation shall be null and void, otherwise it shall be and remain in full force
and effect.

They surety may cancel this bond after thirty days notice by registered mail to the
County Health Officer of Los Angeles, addressed to 5050 Commerce Drive,
Baldwin Park, CA 91706, such notice to be signed by a duty authorized representative
of the surety.

In witness whereof, said principal and said surety have hereunto set their hand s
and seals this _____ day of _____, 20 ____.

By: _____
Principal

By: _____
Attorney – in – Fact

All signatures shall be acknowledged before a Notary Public.

Bus Stop Inspection Checklist
(Please Print)

Time of Day: _____ AM/ PM Date / / Staff: _____

Shelter ID# NC/SC _____ DIR: _____ NEAR SIDE / FAR SIDE

No. of shelters: 0 1 2 No. of benches: 0 1 2 3 No. of trash receptacles: 0 1 2
(incl bench and trash receptacle) No. of solar light poles: 0 1

Main Street _____

Cross Street _____ Adj. Business _____

ADDITIONAL COMMENTS

<p>Bus Stop Amenities*</p> <p><input type="checkbox"/> No deficiencies to Trash Receptacle(s), Shelter(s), Bench(es), Solar Light Pole, and/or 10-foot Perimeter of Amenity(ies) other than as described below.</p> <p><input type="checkbox"/> Potential Repairs Needed</p> <p>Describe: _____</p> <p><input type="checkbox"/> Corrective Action Taken</p> <p>Describe: _____</p>	
<p><input type="checkbox"/> Potential Hazard/Safety Concern</p> <p>Describe: _____</p> <p><input type="checkbox"/> Remedial Action Taken</p> <p>Describe: _____</p> <p>If Contractor finds a potential hazard or safety concern:</p> <p>1) Contractor shall tape off or otherwise mark the area to prevent public access or implement other safety precautions; and</p> <p>2) Contractor shall send this Checklist to the Contract Manager promptly within 24 hours of this inspection.</p>	

***Inspection Items:** Include, but are not limited to, cleanliness; the presence of any graffiti; protruding metal, exposed wiring; light function; damaged/missing/loose advertising panels, ceiling/roof tiles, parts, nuts/bolts; signs of human waste or debris; and any obstructions to pedestrian access (e.g., tree branches, newsstand, advertising bench, sleeve left from removed sign post, etc.). **Any deficiency that poses a potential injury or public safety concern must be identified and handled as described in the Potential Hazard section above.**

By _____
Signature

Date _____

Exhibit K.1 - North County Non-advertising Bus Stop Shelter Locations

Auto #	Location	Dir.	Street	Far/Near side Corner	Cross Street	SD	Map ref.	PSA Panels	Shelter Type	Lighting	Watershed
1	Antelope Valley	SB	110TH ST E	FS	AVE R-10	5	4288-E2	0	Marv. Shltr	Solar panel	Antelope Valley
2	Antelope Valley	SB	110TH ST E	FS	AVE R-14	5	4288-E3	0	Marv. Shltr	Solar panel	Antelope Valley
3	Antelope Valley	SB	110TH ST E	FS	AVE R-8	5	4288-E2	0	Marv. Shltr	Solar panel	Antelope Valley
4	Antelope Valley	SB	160TH ST E	FS	AVE Q	5	4199-F6	0	Marv. Shltr	Solar panel	Antelope Valley
5	Antelope Valley	NB	160TH ST E	FS	AVE Q	5	4199-F6	0	Marv. Shltr	Solar panel	Antelope Valley
6	Antelope Valley	NB	170TH ST E	NS	Avenue P	5	4199-H4	0	Marv. Shltr	Solar panel	Antelope Valley
7	Antelope Valley	NB	170th St. E	MB	Park Valley Ave / Ave O	5	4199-H2	0	Marv. Shltr	Solar panel	Antelope Valley
8	Antelope Valley	SB	170th Street E	MB	Av. M-4& M-8	5	4109-G6	0	Marv. Shltr	Solar panel	Antelope Valley
9	Antelope Valley	SB	170th Street E	FS	Ave. M-8(300' S)	5	4109-H6	0	Marv. Shltr	Solar panel	Antelope Valley
10	Antelope Valley	SB	50TH ST W	FS	AVE L	5	4104-H4	0	Marv. Shltr	Solar panel	Antelope Valley
11	Antelope Valley	NB	50TH ST W	NS	AVE L	5	4104-H4	0	Marv. Shltr	Solar panel	Antelope Valley
12	Antelope Valley	SB	50TH ST W	FS	AVE L-12	5	4104-H5	0	Marv. Shltr	Solar panel	Antelope Valley
13	Antelope Valley	SB	50TH ST W	FS	AVE L-4	5	4104-H4	0	Marv. Shltr	Solar panel	Antelope Valley
14	Antelope Valley	SB	50TH ST W	FS	AVE L-8	5	4101-H5	0	Marv. Shltr	Solar panel	Antelope Valley
15	Antelope Valley	NB	50TH ST W	NS	AVE L-8	5	4104-H5	0	Marv. Shltr	Solar panel	Antelope Valley
16	Antelope Valley	SB	50TH ST W	FS	AVE M-8	5	4104-H7	0	Marv. Shltr	Solar panel	Antelope Valley
17	Antelope Valley	SB	50th St W	NS	Avenue M / Columbia WY	5	4104-H6	0	Marv. Shltr	Solar panel	Antelope Valley
18	Antelope Valley	NB	50th St W	FS	Avenue L-12	5	4104-H5	2	Marv. Shltr	Solar panel	Antelope Valley
19	Antelope Valley	SB	50th St W	FS	Avenue M / Columbia WY	5	4104-H6	2	Marv. Shltr	Solar panel	Antelope Valley
20	Antelope Valley	SB	65th St. W	NS	Avenue M(Columbia)	5	4104-E6	0	Marv. Shltr	Solar panel	Antelope Valley
21	Antelope Valley	NB	90TH ST E	NS	PALMDALE BLVD	5	4197-J7	0	Marv. Shltr	Solar panel	Antelope Valley
22	Antelope Valley	SB	96TH ST E	FS	AVE S	5	4288-B3	0	Marv. Shltr	Solar panel	Antelope Valley
23	Antelope Valley	SB	96TH ST E	NS	AVE S-12	5	4288-B5	0	Marv. Shltr	Solar panel	Antelope Valley
24	Antelope Valley	SB	96TH ST E	FS	AVE S-8	5	4288-B4	0	Marv. Shltr	Solar panel	Antelope Valley
25	Antelope Valley	SB	96TH ST E	FS	AVE T	5	4288-B5	0	Marv. Shltr	Solar panel	Antelope Valley
26	Antelope Valley	SB	96TH ST E	FS	AVE T-8	5	4288-B6	0	Marv. Shltr	Solar panel	Antelope Valley
27	Antelope Valley	WB	AVE P-8	FS	163RD ST E	5	4199-F5	0	Marv. Shltr	Solar panel	Antelope Valley
28	Antelope Valley	EB	AVE P-8	FS	163RD ST E	5	4199-F5	0	Marv. Shltr	Solar panel	Antelope Valley
29	Antelope Valley	WB	AVE P-8	NS	FRONTIER CIRCUS ST.	5	4199-G5	0	Marv. Shltr	Solar panel	Antelope Valley
30	Antelope Valley	WB	AVE R	FS	105TH ST E	5	4288-D1	0	Marv. Shltr	Solar panel	Antelope Valley
31	Antelope Valley	WB	Ave R	NS	100th St E	5	4288-B1	0	Marv. Shltr	Solar panel	Antelope Valley
32	Antelope Valley	WB	Ave R	FS	110TH ST E	5	4288-E1	0	Marv. Shltr	Solar panel	Antelope Valley
33	Antelope Valley	WB	AVE S	FS	102ND ST E	5	4288-C3	0	Marv. Shltr	Solar panel	Antelope Valley
34	Antelope Valley	WB	AVE S	NS	105TH ST E	5	4288-D3	0	Marv. Shltr	Solar panel	Antelope Valley
35	Antelope Valley	WB	AVE S	FS	107TH ST E	5	4288-D3	0	Marv. Shltr	Solar panel	Antelope Valley
36	Antelope Valley	WB	Ave S	FS	100th St E	5	4288-C3	0	Marv. Shltr	Solar panel	Antelope Valley
37	Santa Clarita	NB	Bouquet Canyon Rd	inside	29980 Bouquet Cyn	5	4461-G2	0	Marv. Shltr	Solar panel	Santa Clara River
38	Santa Clarita	SB	BOUQUET CYN RD	NS	(MOBILE HOME PARK)	5	4461-F3	0	Marv. Shltr	Solar panel	Santa Clara River
39	Antelope Valley	EB	Columbia Way	NS	52ND ST W	5	4104-G6	0	Marv. Shltr	Solar panel	Antelope Valley
40	Antelope Valley	EB	Columbia Way	FS	55TH ST W	5	4104-G6	0	Marv. Shltr	Solar panel	Antelope Valley

Exhibit K.1 - North County Non-advertising Bus Stop Shelter Locations

'Auto #	Location	Dir.	Street	Far/Near side Corner	Cross Street	SD	Map ref.	PSA Panels	Shelter Type	Lighting	Watershed
41	Antelope Valley	EB	Columbia Way	FS	60TH ST W	5	4104-F6	0	Marv. Shltr	Solar panel	Antelope Valley
42	Antelope Valley	EB	Columbia Way	MB	AVE 60 ST W (1000 ft. E of)	5	4104-F6	0	Marv. Shltr	Solar panel	Antelope Valley
43	Santa Clarita	SB	DEL VALLE ROAD	FS	HASLEY CYN RD	5	4459-E5	0	Marv. Shltr	Solar panel	Santa Clara River
44	Santa Clarita	NB	DEL VALLE ROAD	MB	SILVER ST (shelter #1)	5	4459-D6	0	Marv. Shltr	Solar panel	Santa Clara River
45	Santa Clarita	NB	DEL VALLE ROAD	MB	SILVER ST (shelter #2)	5	4459-D6	0	Marv. Shltr	Solar panel	Santa Clara River
46	Santa Clarita	WB	Hemingway Ave	MB	Anderson Ln/ Webster Av	5	4550-C7	0	Marv. Shltr	Solar panel	Santa Clara River
47	Santa Clarita	NB	Hemingway Ave	FS	London Pl.	5	4550-C7	0	Marv. Shltr	Solar panel	Santa Clara River
48	Santa Clarita	NB	Hemingway Ave	MB	Stevenson Ranch Pkwy/Perlr	5	4550-C7	0	Marv. Shltr	Solar panel	Santa Clara River
49	Santa Clarita	WB	Lake Hughes Rd	NS	Castaic Road	5	4369-G6	0	Marv. Shltr	Solar panel	Santa Clara River
50	Santa Clarita	WB	Lake Hughes Rd	FS	Diamond Ln	5	4369-H6	0	Marv. Shltr	Solar panel	Santa Clara River
51	Santa Clarita	WB	Lake Hughes Rd	FS	Ridge Route Rd	5	4369-H6	0	Marv. Shltr	Solar panel	Santa Clara River
52	Santa Clarita	SB	McBean Parkway	NS	Skycrest Cir.	5	4460-F6	0	Marv. Shltr	Solar panel	Santa Clara River
53	Santa Clarita	SB	McBean Parkway	FS	Sunset Hills Dr.	5	4460-G5	0	Marv. Shltr	Solar panel	Santa Clara River
54	Antelope Valley	WB	PALMDALE BLVD	FS	158TH ST E	5	4199-E7	0	Marv. Shltr	Solar panel	Antelope Valley
55	Santa Clarita	EB	Parker Road	FS	The Old Road	5	4369-G7	0	Marv. Shltr	Solar panel	Santa Clara River
56	Santa Clarita	EB	Parker Road	NS	Tobiah Pl	5	4369-G7	0	Marv. Shltr	Solar panel	Santa Clara River
57	Antelope Valley	EB	Pearlbosom Hwy	FS	77th St E	5	4377-G1	0	Marv. Shltr	Solar panel	Antelope Valley
58	Santa Clarita	EB	Plum Cyn. Rd.	FS	Golden Valley Rd.	5	4461-E6	0	Marv. Shltr	Solar panel	Santa Clara River
59	Santa Clarita	WB	Plum Cyn. Rd.	FS	Santa Catarina	5	4461-E6	0	Marv. Shltr	Solar panel	Santa Clara River
60	Santa Clarita	WB	Plum Cyn. Rd.	FS	Via Joyce	5	4461-E6	0	Marv. Shltr	Solar panel	Santa Clara River
61	Santa Clarita	EB	Poe Pkwy	FS	Franklin Ln	5	4640-B1	0	Marv. Shltr	Solar panel	Santa Clara River
62	Santa Clarita	EB	Ridge Route Rd	FS	Castaic Road	5	4369-H7	0	Marv. Shltr	Solar panel	Santa Clara River
63	Santa Clarita	EB	San Martinez Rd.	FS	Parker St.	5	4459-C6	0	Marv. Shltr	Solar panel	Santa Clara River
64	Santa Clarita	EB	San Martinez Rd.	FS	Parker St.	5	4459-C6	0	Marv. Shltr	Solar panel	Santa Clara River
65	Santa Clarita	NB	Sierra Hwy	FS	Canyon Park Road (TG.Jakes Wy) F	5	4551-H4	0	Marv. Shltr	Solar panel	Santa Clara River
66	Santa Clarita	SB	SIERRA HWY	NS	FITCH ST	5	4462-C6	0	Marv. Shltr	Solar panel	Santa Clara River
67	Santa Clarita	SB	Sierra Hwy	trnard	Vasquez Cyn	5	4462-C5	0	Marv. Shltr	Solar panel	Santa Clara River
68	Santa Clarita	WB	Sloan Canyon Rd	FS	Nares Dr.	5	4369-G7	0	Marv. Shltr	Solar panel	Santa Clara River
69	Santa Clarita	WB	Sloan Canyon Rd	FS	The Old Road	5	4369-G6	0	Marv. Shltr	Solar panel	Santa Clara River
70	Santa Clarita	SB	THE OLD ROAD	NS	25720 The Old Road	5	4550-D7	0	Marv. Shltr	Solar panel	Santa Clara River
71	Santa Clarita	SB	The Old Road	MB	Constitution Ave	5	4640-D1	0	Marv. Shltr	Solar panel	Santa Clara River
72	Santa Clarita	SB	The Old Road	FS	Hillcrest Parkway	5	4459-H3	0	Marv. Shltr	Solar panel	Santa Clara River
73	Santa Clarita	SB	The Old Road	FS	Opp. 25660 Old Rd	5	4640-D1	0	Marv. Shltr	Solar panel	Santa Clara River
74	Santa Clarita	SB	The Old Road	NS	Opp. 25650 Old Road	5	4640-D1	0	Marv. Shltr	Solar panel	Santa Clara River
75	Santa Clarita	SB	The Old Road	FS	Pico Canyon Rd	5	4640-D1	0	Marv. Shltr	Solar panel	Santa Clara River
76	Santa Clarita	SB	THE OLD ROAD	FS	Sagecrest Cir.	5	4640-E1	0	Marv. Shltr	Solar panel	Santa Clara River

**Exhibit K.2 - North County
Non-advertising Bus Bench Locations**

Loc. #	Location	Direction	Street	Near/Far Side Corner	Cross Street	SD	Map ref.	No. of bench	Trash Rec.	Comments
1	Antelope Valley	EB	Ave L	FS	42nd St West	5	4104-J4	1	1	
2	Antelope Valley	EB	Ave L	FS	45th St West	5	4104-J4	1	1	
3	Santa Clarita	WB	Hasley Canyon Rd	FS	Cambridge Av.	5	4459-G5	1	1	
4	Santa Clarita	EB	Hasley Canyon Rd	FS	Cambridge Av.	5	4459-G5	1	1	
5	Santa Clarita	EB	Hasley Canyon Rd	NS	Village Center Dr	5	4459-H5	1	1	
6	Santa Clarita	EB	Parker Rd.	FS	Sloan Canyon Dr	5	4369-G7	1	1	
7	Santa Clarita	NB	Ridge Route Rd	MB	Castaic/Violin Cyn	5	4369-H6	1	1	
8	Santa Clarita	NB	Rio Norte Dr.	FS	Copperhill Dr.	5	4460-E4	1	1	
9	Santa Clarita	EB	Stevenson Ranch Pk	NS	The Old Road	5	4550-D6	1	1	
10	Santa Clarita	SB	Tesoro Del Valle	NS	Copperhill Dr.	5	4460-E4	1	1	
11	Santa Clarita	NB	The Old Road	FS	25590 The Old Road	5	4550-D6	2	1	
12	Santa Clarita	NB	The Old Road	FS	25636 The Old Road	5	4550-D6	2	1	
13	Santa Clarita	NB	The Old Road	FS	25820 The Old Road	5	4550-D7	2	1	
14	Santa Clarita	NB	The Old Road	FS	25860 The Old Road	5	4550-D6	2	1	
15	Santa Clarita	NB	The Old Road	FS	Constitution Av.	5	4550-D7	1	1	
16	Santa Clarita	NB	The Old Road	NS	Hillcrest Pkwy	5	4459-H3	1	1	
17	Santa Clarita	SB	The Old Road	FS	Parker Rd	5	4459-H3	1	1	
18	Santa Clarita	NB	The Old Road	NS	Pico Canyon Rd.	5	4640-D1	1	1	
19	Santa Clarita	NB	The Old Road	MB	Pico Cyn / Constitu	5	4640-D1	1	1	
20	Santa Clarita	NB	The Old Road	NS	Sagecrest	5	4640-E1	1	1	
21	Santa Clarita	SB	The Old Road	FS	Sloan Canyon Dr	5	4369-G6	1	1	

**EXHIBIT K.3 - NORTH COUNTY
TRASH RECEPTACLE LOCATIONS**

Auto #	STREET	CROSS STREET	DIR	Near/F ar Side	WATERSHED	SD	MAP REF.	Other non-ad items	NPDES
1	110TH ST E	AVE R-10	SB	FS	Antelope Valley	5	4288-E2	N. Cty shltr	N
2	110TH ST E	AVE R-14	SB	FS	Antelope Valley	5	4288-E3	N. Cty shltr	N
3	110TH ST E	AVE R-8	SB	FS	Antelope Valley	5	4288-E2	N. Cty shltr	N
4	160TH ST E	AVE Q	SB	FS	Antelope Valley	5	4199-F6	N. Cty shltr	N
5	160TH ST E	AVE Q	NB	FS	Antelope Valley	5	4199-F6	N. Cty shltr	N
6	170TH ST E	Avenue P	NB	NS	Antelope Valley	5	4199-H4	N. Cty shltr	N
7	170th St. E	Park Valley Ave / Ave O	NB	MB	Antelope Valley	5	4199-H2	N. Cty shltr	N
8	50TH ST W	AVE L	SB	FS	Antelope Valley	5	4104-H4	N. Cty shltr	N
9	50TH ST W	AVE L	NB	NS	Antelope Valley	5	4104-H4	N. Cty shltr	N
10	50TH ST W	AVE L-12	SB	FS	Antelope Valley	5	4104-H5	N. Cty shltr	N
11	50TH ST W	AVE L-4	SB	FS	Antelope Valley	5	4104-H4	N. Cty shltr	N
12	50TH ST W	AVE M-8	SB	FS	Antelope Valley	5	4104-H7	N. Cty shltr	N
13	50th St W	Avenue L-12	NB	FS	Antelope Valley	5	4104-H5	N. Cty shltr	N
14	50th St W	Avenue L-8	SB	FS	Antelope Valley	5	4104-H5	N. Cty shltr	N
15	50th St W	Avenue M	SB	FS	Antelope Valley	5	4104-H6	N. Cty shltr	N
16	50th St W	Avenue M	SB	NS	Antelope Valley	5	4104-H6	N. Cty shltr	N
17	90TH ST E	PALMDALE BLVD	NB	NS	Antelope Valley	5	4197-J7	N. Cty shltr	N
18	96TH ST E	AVE S	SB	FS	Antelope Valley	5	4288-B3	N. Cty shltr	N
19	96TH ST E	AVE S-12	SB	NS	Antelope Valley	5	4288-B5	N. Cty shltr	N
20	96TH ST E	AVE S-8	SB	FS	Antelope Valley	5	4288-B4	N. Cty shltr	N
21	96TH ST E	AVE T	SB	FS	Antelope Valley	5	4288-B5	N. Cty shltr	N
22	96TH ST E	AVE T-8	SB	FS	Antelope Valley	5	4288-B6	N. Cty shltr	N
23	Ave L	42nd Street	EB	NS	Antelope Valley	5	4104-J4	1 bench	N
24	AVE P-8	163RD ST E	WB	FS	Antelope Valley	5	4199-F5	N. Cty shltr	N
25	AVE P-8	163RD ST E	EB	FS	Antelope Valley	5	4199-F5	N. Cty shltr	N
26	AVE P-8	FRONTIER CIRCUS ST.	WB	NS	Antelope Valley	5	4199-G5	N. Cty shltr	N
27	AVE R	105TH ST E	WB	FS	Antelope Valley	5	4288-D1	N. Cty shltr	N
28	AVE S	102ND ST E	WB	FS	Antelope Valley	5	4288-C3	N. Cty shltr	N
29	AVE S	105TH ST E	WB	NS	Antelope Valley	5	4288-D3	N. Cty shltr	N
30	AVE S	107TH ST E	WB	FS	Antelope Valley	5	4288-D3	N. Cty shltr	N
31	Avenue L	45TH Street	EB	NS	Antelope Valley	5	4104-J4	1 bench	N
32	Avenue L	45th Street West	WB	NS	Antelope Valley	5	4104-J4	Stand Alone	N
33	Avenue R	100th St E	WB	NS	Antelope Valley	5	4288-B1	N. Cty shltr	N
34	Avenue R	110TH ST E	WB	FS	Antelope Valley	5	4288-E1	N. Cty shltr	N
35	Avenue S	100th St E	WB	FS	Antelope Valley	5	4288-C3	N. Cty shltr	N
36	Bouquet Canyon Rd.	29021 Bouquet Canyon Rd	SB	NS	Santa Clara River	5	4461-E3	N. Cty shltr	Y
37	Bouquet Canyon Rd.	29527 Bouquet Canyon Rd	SB	FS	Santa Clara River	5	4461-G2	Stand Alone	Y
38	Bouquet Canyon Rd.	Shadow Valley Ln	NB	NS	Santa Clara River	5	4461-E4	Stand Alone	Y
39	Bouquet Canyon Rd.	Shadow Valley Ln	SB	NS	Santa Clara River	5	4461-E4	Stand Alone	Y
40	Chiquella Ln	The Old Road	NB	FS	Santa Clara River	5	4640-E1	Stand Alone	Y
41	Chiquella Ln	The Old Road/Pico Canyon	SB	MB	Santa Clara River	5	4640-E1	Stand Alone	Y
42	Chiquito Canyon Rd.	Hwy 126	NB	FS	Santa Clara River	5	4549-C3	Stand Alone	Y
43	Chiquito Canyon Rd.	Lincoln Ave.	NB	NS	Santa Clara River	5	4459-C7	Stand Alone	Y
44	Chiquito Canyon Rd.	Taft Ct.	NB	NS	Santa Clara River	5	4459-C7	Stand Alone	Y
45	Columbia Way	52ND ST W	EB	NS	Antelope Valley	5	4104-G6	N. Cty shltr	N
46	Columbia Way	55TH ST W	EB	FS	Antelope Valley	5	4104-G6	N. Cty shltr	N
47	Columbia Way	60TH ST W	EB	FS	Antelope Valley	5	4104-F6	N. Cty shltr	N
48	Columbia Way	AVE 60 ST W (1000 ft. E of)	EB	MB	Antelope Valley	5	4104-F6	N. Cty shltr	N
49	Commerce Center Dr.	Franklin Pkwy	SB	FS	Santa Clara River	5	4459-G7	Stand Alone	Y
50	Commerce Center Dr.	Franklin Pkwy	NB	FS	Santa Clara River	5	4459-G7	Stand Alone	Y
51	Commerce Center Dr.	Harrison Pkwy	SB	FS	Santa Clara River	5	4459-G7	Stand Alone	Y
52	Commerce Center Dr.	Harrison Pkwy	NB	FS	Santa Clara River	5	4459-G7	Stand Alone	Y
53	Commerce Center Dr.	Highway 126	NB	FS	Santa Clara River	5	4459-H7	Stand Alone	Y
54	Commerce Center Dr.	Industry Dr.	SB	FS	Santa Clara River	5	4459-G6	Stand Alone	Y
55	Commerce Center Dr.	Witherspoon Pkwy/ Indust	NB	MB	Santa Clara River	5	4459-G6	Stand Alone	Y
56	Commerce Center Dr.	Witherspoon Pkwy	NB	FS	Santa Clara River	5	4459-G6	Stand Alone	Y
57	Commerce Center Dr.	Witherspoon Pkwy	SB	FS	Santa Clara River	5	4459-G6	Stand Alone	Y
58	DEL VALLE ROAD	Hasley Canyon Rd.	EB	NS	Santa Clara River	5	4459-E5	Stand Alone	Y
59	DEL VALLE ROAD	HASLEY CYN RD	SB	FS	Santa Clara River	5	4459-E5	N. Cty shltr	Y
60	DEL VALLE ROAD	SILVER ST (shelter #1)	NB	MB	Santa Clara River	5	4459-D6	N. Cty shltr	Y
61	DEL VALLE ROAD	SILVER ST (shelter #2)	NB	MB	Santa Clara River	5	4459-D6	N. Cty shltr	Y
62	Faulkner Dr.	Burke Pl.	EB	NS	Santa Clara River	5	4550-A7	Stand Alone	Y
63	Faulkner Dr.	Forsythe Wy.	EB	FS	Santa Clara River	5	4550-A7	Stand Alone	Y
64	Faulkner Dr.	Hemingway Ave.	EB	NS	Santa Clara River	5	4550-B7	Stand Alone	Y
65	Faulkner Dr.	Hood Wy.	EB	FS	Santa Clara River	5	4550-B7	Stand Alone	Y
66	Faulkner Dr.	Thurber Way	EB	FS	Santa Clara River	5	4550-A7	Stand Alone	Y
67	Greenhill Dr.	Pinto Pl	SB	NS	Santa Clara River	5	4369-F5	Stand Alone	Y

**EXHIBIT K.3 - NORTH COUNTY
TRASH RECEPTACLE LOCATIONS**

Auto #	STREET	CROSS STREET	DIR	Near/Far Side	WATERSHED	SD	MAP REF.	Other non-ad items	NPDES
68	Hasley Canyon	The Old Road	WB	FS	Santa Clara River	5	4459-H5	Stand Alone	Y
69	Hasley Canyon Rd.	Cambridge Ave.	NB	FS	Santa Clara River	5	4459-G5	1 bench	Y
70	Hasley Canyon Rd.	Cambridge Ave.	WB	FS	Santa Clara River	5	4459-G5	1 bench	Y
71	Hasley Canyon Rd.	Village Center Dr.	EB	NS	Santa Clara River	5	4459-H5	1 bench	Y
72	Hasley Canyon Rd.	Cambridge Ave.	WB	FS	Santa Clara River	5	4459-G5	1 bench	Y
73	Hasley Canyon Rd.	Cambridge Ave.	EB	FS	Santa Clara River	5	4459-G5	1 bench	Y
74	Hasley Canyon Rd.	Village Center Dr.	EB	NS	Santa Clara River	5	4459-H5	1 bench	Y
75	Hemingway	Anderson Ln. /Webster Pl.	WB	MB	Santa Clara River	5	4550-C7	N. Cty shltr	Y
76	Hemingway	London Pl	WB	FS	Santa Clara River	5	4550-C7	N. Cty shltr	Y
77	Hemingway	Perlman/Stevenson Ranch	WB	MB	Santa Clara River	5	4550-C7	N. Cty shltr	Y
78	Hemingway	Wilde Av.	WB	FS	Santa Clara River	5	4550-B7	Stand Alone	Y
79	Hwy 126	Commerce Center	WB	FS	Santa Clara River	5	4459-H7	Stand Alone	Y
80	Kavenagh Ln.	Baldwin Pl	WB	FS	Santa Clara River	5	4550-B6	Stand Alone	Y
81	Kavenagh	Caroll Ln.	WB	FS	Santa Clara River	5	4550-B6	Stand Alone	Y
82	Kavenagh	Hemingway Av.	WB	FS	Santa Clara River	5	4550-B7	Stand Alone	Y
83	Kavenagh	Salinger Ln./ Twain Pl.	WB	MB	Santa Clara River	5	4550-B6	Stand Alone	Y
84	Lake Hughes Rd	Ridge Route	WB	FS	Santa Clara River	5	4369-H6	N. Cty shltr	Y
85	Lake Hughes Rd	Castaic Road	WB	NS	Santa Clara River	5	4369-G6	N. Cty shltr	Y
86	Lake Hughes Rd	Diamond Ln	WB	FS	Santa Clara River	5	4369-H6	N. Cty shltr	Y
87	Magic Mountain Pkwy	The Old Road	WB	FS	Santa Clara River	5	4550-C2	Stand Alone	Y
88	Mallory Dr.	Peacock Pl.	SB	FS	Santa Clara River	5	4550-A6	Stand Alone	Y
89	Mallory Dr.	Waycott Wy.	SB	FS	Santa Clara River	5	4550-A6	Stand Alone	Y
90	McBean Parkway	Skycrest Cir.	SB	NS	Santa Clara River	5	4460-F6	N. Cty shltr	Y
91	McBean Parkway	Sunset Hills Dr.	SB	FS	Santa Clara River	5	4460-G5	N. Cty shltr	Y
92	PALMDALE BLVD	158TH ST E	WB	FS	Antelope Valley	5	4199-E7	N. Cty shltr	N
93	Parker Rd	Sloane Canyon	EB	FS	Santa Clara River	5	4369-G7	N. Cty shltr	Y
94	Parker Rd	Tobiah pl.	EB	NS	Santa Clara River	5	4369-G7	N. Cty shltr	Y
95	Parker Rd	The Old Road	EB	FS	Santa Clara River	5	4369-G7	N. Cty shltr	Y
96	Pearbosson Hwy	77th St E	EB	FS	Antelope Valley	5	4377-G1	N. Cty shltr	N
97	Poe Pkwy	Franklin Ln.	EB	FS	Santa Clara River	5	4640-B1	N. Cty shltr	Y
98	Poe Pkwy	Stevenson Ranch Pkwy	EB	NS	Santa Clara River	5	4640-C1	Stand Alone	Y
99	Poe Pkwy	Whitman St.	EB	FS	Santa Clara River	5	4640-B1	Stand Alone	Y
100	Ridge Route Rd	31657 Ridge Route Rd	NB	MB	Santa Clara River	5	4369-H6	Stand Alone	Y
101	Ridge Route Rd	Castaic/Violin Cyn	NB	MB	Santa Clara River	5	4369-H6	1 bench	Y
102	Ridge Route Rd	Castaic Rd	EB	FS	Santa Clara River	5	4369-H7	Marv. Shltr	Y
103	Ridge Route Rd.	Castaic Road	EB	FS	Santa Clara River	5	4369-H6	Marv. Shltr	Y
104	Ridge Route Rd.	Castaic/Violin Cyn	NB	MB	Santa Clara River	5	4369-H6	1 bench	Y
105	Ridge Route Rd.	OP 31657 Ridge Route Rd.	NB	MB	Santa Clara River	5	4369-H6	Stand Alone	Y
106	Rio Norte Dr.	Copperhill Dr.	NB	FS	Santa Clara River	5	4460-E4	1 bch	Y
107	Royal Rd.	The Old Road	EB	NS	Santa Clara River	5	4369-G5	Stand Alone	Y
108	San Martinez Rd.	Chiquito Canyon Rd.	EB	NS	Santa Clara River	5	4459-C6	Stand Alone	Y
109	San Martinez Rd.	Neuraschel St.	EB	FS	Santa Clara River	5	4459-C6	Stand Alone	Y
110	San Martinez Rd.	Parker St.	EB	FS	Santa Clara River	5	4459-C6	V-pnl shltr	Y
111	Sierra Hwy	Fitch Av.	SB	NS	Santa Clara River	5	4462-C6	N. Cty shltr	Y
112	Sierra Hwy	Jakes Way	NB	FS	Santa Clara River	5	4551-H4	N. Cty shltr	Y
113	Sierra Hwy	Sand Canyon	SB	FS	Santa Clara River	5	4462-C5	Stand Alone	Y
114	Sierra Hwy	Sand Canyon	NB	FS	Santa Clara River	5	4462-C5	Stand Alone	Y
115	Sierra Hwy	Vasquez Canyon	SB	trnard	Santa Clara River	5	4462-C5	Marv. Shltr	Y
116	Sloan Canyon Rd	Nares Way	WB	FS	Santa Clara River	5	4369-G7	N. Cty shltr	Y
117	Sloan Canyon Rd	The Old Road	WB	FS	Santa Clara River	5	4369-G6	N. Cty shltr	Y
118	Stevenson Ranch Pkwy	Chisolm Ln.	NB	FS	Santa Clara River	5	4640-C1	Stand Alone	Y
119	Stevenson Ranch Pkwy	Holmes Pl.	WB	FS	Santa Clara River	5	4550-D7	Stand Alone	Y
120	Stevenson Ranch Pkwy	Huston / Hemingway Av.	NB	MB	Santa Clara River	5	4550-C7	Stand Alone	Y
121	Stevenson Ranch Pkwy	Steinbeck Av.	NB	FS	Santa Clara River	5	4550-C7	Stand Alone	Y
122	Stevenson Ranch Pkwy	The Old Road / Steinbeck	NB	MB	Santa Clara River	5	4550-D6	1 bch	Y
123	Tesoro Del Valle	Copperhill Dr.	SB	NS	Santa Clara River	5	4460-E4	1 bch	Y
124	The Old Road	Hillcrest Pkwy	NB	NS	Santa Clara River	5	4459-H3	1 bench	Y
125	The Old Road	Parker Rd	SB	FS	Santa Clara River	5	4369-G7	1 bench	Y
126	The Old Road	Sloan Canyon Rd	SB	FS	Santa Clara River	5	4369-G6	1 bench	Y
127	The Old Road	25450 The Old Road	NB	NS	Santa Clara River	5	4550-D7	1 bch	Y
128	The Old Road	25590 The Old Road	NB	FS	Santa Clara River	5	4550-D7	1 bch	Y
129	The Old Road	25660 The Old Road	NB	FS	Santa Clara River	5	4550-D7	1 bch	Y
130	The Old Road	25850 The Old Road	NB	NS	Santa Clara River	5	4550-D7	1 bch	Y
131	The Old Road	25860 The Old Road	NB	FS	Santa Clara River	5	4550-D7	1 bch	Y
132	The Old Road	Constitution Av.	SB	MB	Santa Clara River	5	4550-D7	N. Cty shltr	Y
133	The Old Road	Constitution Av.	NB	FS	Santa Clara River	5	4550-D7	1 bch	Y
134	The Old Road	Hillcrest Parkway	NB	NS	Santa Clara River	5	4459-H3	1 bench	Y

**EXHIBIT K.3 - NORTH COUNTY
TRASH RECEPTACLE LOCATIONS**

Auto #	STREET	CROSS STREET	DIR	Near/F ar Side	WATERSHED	SD	MAP REF	Other non-ad items	NPDES
135	The Old Road	Hillcrest Parkway	SB	FS	Santa Clara River	5	4459-H3	N. Cty shltr	Y
136	The Old Road	OP 25660 The Old Road	SB	FS	Santa Clara River	5	4550-D7	N. Cty shltr	Y
137	The Old Road	OP 25720 The Old Road	SB	FS	Santa Clara River	5	4550-D7	N. Cty shltr	Y
138	The Old Road	OP 25850 The Old Road	SB	NS	Santa Clara River	5	4550-D7	N. Cty shltr	Y
139	The Old Road	Parker Rd	SB	FS	Santa Clara River	5	4369-G7	1 bench	Y
140	The Old Road	Pico Canyon	NB	NS	Santa Clara River	5	4640-D1	1 bch	Y
141	The Old Road	Pico Canyon	SB	FS	Santa Clara River	5	4640-D1	N. Cty shltr	Y
142	The Old Road	Sagecrest Cir	NB	IN	Santa Clara River	5	4640-E1	1 bch	Y
143	The Old Road	Sagecrest Cir	SB	FS	Santa Clara River	5	4640-E1	N. Cty shltr	Y
144	THE OLD ROAD	SEDONA WY	SB	FS	Santa Clara River	5	4459-H4	N. Cty shltr	Y
145	The Old Road	Sloan Canyon Rd	SB	FS	Santa Clara River	5	4369-G6	1 bench	Y
146	Victoria Rd.	The Old Road	WB	FS	Santa Clara River	5	4369-F5	Stand Alone	Y

**EXHIBIT K.4 - NORTH COUNTY
SOLAR LIGHT POLE LOCATIONS**

Auto No.	STREET1	STREET2	CRNR	POS	Direction	NS/FS	MAP REF.	SD	CITY	CARRIER
1	Av L	42nd St West	SS	W/O	EB	NS	4104-J4	5	Palmdale	AVTA-5
2	Av L	45th St West	SS	W/O	EB	NS	4104-J4	5	Palmdale	AVTA-5
3	Columbia Way	60th St West	NS	E/O	WB	NS	4104-F6	5	Palmdale	AVTA-5
4	Av O	170th St East	NS	W/O	WB	FS	4199-H2	5	Palmdale	AVTA-9



**Bus Stop Maintenance Program for
Non-Advertising Bus Stop Amenities-North County
RFP 2012 – PA046
NOVEMBER 26, 2012**



ShelterClean Services, Inc.
11065 Penrose Street
Sun Valley, CA 91352
818.767.9162

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SECTION A

Qualifications, Related Experience and References

The ShelterClean team has over three decades in bus shelter and street furniture maintenance, repair, installation, posting, and the management and maintenance of large, medium, and small public and privately run systems. Where others have claimed a few years in this field, ShelterClean has remained a stalwart in this industry because of its commitment to customer service, longevity of management staff and frontline team members, and uncompromising standards of excellence while avoiding the temptations of lowering the bar simply to obtain billing rights to a customer.

Our goal is to provide a partnership that is seamless and allows us to get the “headaches” while our customers sleep well at night; a virtual no worry service that lets ShelterClean get the job done safely, accurately and on-time.



Using tried and true methods for cleaning, repairing, and posting, ShelterClean is always looking for improved efficiency, higher quality results, and technology that allows the best possible service to our customers.

Our basic work plan and strategy is geared to ensure every street furniture location is inspected once per week. This allows superior cleaning and trash collection coverage and takes care of most vandalism and

damage before it is reported or seen by our customers, municipal officials, and the public.

Route Maintenance

Route Specialists are assigned routes, normally in close proximity to each other. Our route specialists “own” their routes for complete accountability, only changing for a position change, or if we determine an individual is better suited and equipped for a high-priority or showcase area or route.

The route specialist is fully uniformed, and outfitted with all tools and equipment to perform the basic route cleaning necessary:

- Sweeping bus stop area
- Emptying trash receptacle and replacing the liner
- On-the-spot graffiti and sticker removal
- Clean rear and return wall glass or screens
- Wipe clean bench, posts, roof line, and ad kiosk exterior doors and extrusions
- Report any damage or problems with the structure, amenities, or general bus stop or area
- Confirm the advertisements in each panel (inside, outside, rear information)
- Nighttime maintenance includes reporting illumination problems

Repairs, Illumination, Pressure Washing, and Additional Tasks

The following describes tasks performed by ShelterClean, in addition to route maintenance and posting, generated by reports from our route specialist crews, City and Municipal representatives, the transit agencies, and the public at large.

Graffiti, Sticker Removal and Touch Up Paint

Graffiti that requires more time than a route specialist has, or is too large in scope, will have a work order made to send out with a graffiti specialist on the next available shift. Graffiti that is reported by anyone other than a ShelterClean employee is removed within twenty-four hours, usually sooner.

Surfaces of the structure, short of a complete repaint, may be repainted to cover excessive coating degradation and blend uneven or spotty areas. A complete repaint will be recommended if touch up will not improve the situation.

Broken or Etched Ad Glass Replacement

Broken ad glass is replaced within twenty-four hours, while etched glass reported by our crews is inspected by a supervisor, before it is replaced, to ensure it is bad enough to do so.



Although we understand that scratched glass is blight on a community, it is not economically sound to replace it until it visibly obscures or interferes with the advertisement. The vandalism of glass is widespread so we need to judge the gradations of the damage before replacing.

Any glass that has vulgar, racist, or otherwise derogatory words on it is replaced as soon as possible, within twenty-four hours of being reported. Any glass, broken or etched, reported by anyone outside ShelterClean is replaced within twenty-four hours.

Pressure Washing

Pressure washing, or “power washing,” as it is commonly referred to, occurs by two ways: Scheduled and On-Demand. Scheduled power washing happens when selected routes or locations are assigned work orders over a designated period of time and locations are visited whether the need is there or not. On-Demand power washing is more common and targets, by virtue of reports from crews or outside sources, locations according to need.



Power washing is done primarily to the sidewalks, in and around street furniture, which is most visible when dirty, but also to the structures themselves when required (cold water used on structures for rinsing). All of our power wash vehicles are equipped with 3500 psi hot/cold pressure wash machines, 525 gallon primary water tanks, high-power vacuums for water reclamation, and 125 gallon tanks for the waste water.

Additional Tasks

- Graphics replacement (cross street, special areas, identification, logos, maintenance call numbers, etc.). Special logo replacement (franchise name or image size change) may incur additional charges.
- Structure doors, pieces, small parts replacement
- Screen wall replacement
- Roof fascia replacement
- Roof clearing and cleaning
- Roof patching (water leaks)
- Special event pre-inspection and cleaning, including pressure washing
- Special surveys
- Twenty-four hour emergency and after hours service, seven days a week

Street Furniture Activity and Special Projects

ShelterClean is licensed (CSLB#970796 C61-D34/D38/D42) and equipped to perform directly, and/or procure subcontractors, for the tasks described below.

- Street furniture removal, relocation, and installation when damaged or removed for construction or other purpose
- New street furniture installation for contract obligation and/or expansion
- Foundation and electrical connection, new and existing locations, work oversight and subcontractor coordination

Project Management

ShelterClean is proud that it has developed an employee benefits and incentive program that has enabled it to maintain a well-trained and long tenured staff and crew. This project will be based from our Signal Hill facility using our existing County of Los Angeles Department of Public Works staff. The North County crews will dispatch from our Sun Valley facility. These facilities allow minimal travel time to the project areas and refuse disposal transfer stations we currently use.

	<i>Address(es)</i>	<i>Size of Facility</i>	<i>Year Founded</i>	<i>No. of Employees</i>
<i>ShelterClean Main Office & Maintenance Facility</i>	11065 Penrose Street Sun Valley, CA 91352	20,000 ft ²	1989	50
<i>ShelterClean Southern Area</i>	2475 Lemon Avenue Signal Hill, CA 90755-3462	10,000 ft ²		35

1. Management

Alan Mudge, General Manager, will continue to oversee the project ensuring contract compliance. Alan will coordinate project, procuring any additional equipment and vehicles to meet the service levels required by this proposal. He will maintain a vigilant eye on monitoring field procedures and performance and ensure that it follows the work plan we have outlined here in this proposal.

Rafael Mendez, Operations Manager, will continue to provide direct oversight and management of field crews and operations and be the primary conduit of information and communication between ShelterClean and the County of Los Angeles Department of Public Works. Field supervisors report directly to Rafael.



Alfredo Perez is our current County of Los Angeles Department of Public Works Field Supervisor. He will continue to be responsible for inspecting and ensuring crew work quality and adherence to company policies and procedures. He will report directly to Rafael Mendez. He will also assist field crews when necessary to carry out the requirements of the project.

2. Operations Personnel

The County of Los Angeles Department of Public Works field crews will continue to include experienced route technicians, repair technicians, and pressure wash specialists. Upon awarding of the contract, our experienced crews will continue seamlessly without interruption or startup time needed. All specialists and technicians have been trained per the specifications of the contract and as outlined in the labor-hour allocation chart and Cost Methodology and Staffing Chart (Form LW-8)

3. Administrative Staff

Myrna Mudge, Maintenance Operations Administrator, will provide support in all areas of the project including administrative functions, data management, personnel and field operations.

Labor Resources

ShelterClean estimates the following labor hours will be required to perform the maintenance service tasks required in this contract.

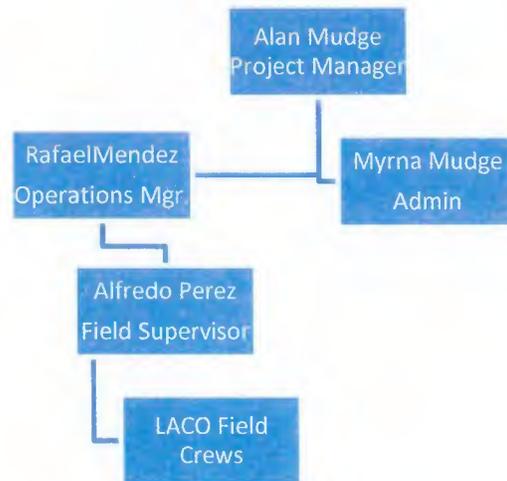
Task Person-hours per week required for task completion

- Refuse Collection & Amenities Maintenance/Trash Collection-80.0 hours
- Pressure Washing-Six Week Cycles Average Per Week-6.9 hours

Work Performance & Organization

Project Manager	Alan Mudge
Operations Manager	Rafael Mendez
Field Supervisor	Alfredo Perez

The management and professional back office support will be provided at no additional charge beyond the costs specified in the cost methodology (7. General & Administrative Costs). The key individuals providing this professional support are as follows:



Related Experience

In April 2003, ShelterClean was awarded a multi-year contract with the County of Los Angeles Department of Public Works to provide maintenance and repair services of nearly eight hundred bus stops in the south and north unincorporated areas of the county. The project is part of the County's compliance obligation with the National Pollutant Discharge Elimination System permit program. ShelterClean was proud to be awarded another component to our service base by obtaining an additional contract with Los Angeles County Public Works, Road Maintenance Division, that requires twice daily, six day a week curbside trash collection in the Florence/Walnut and District Three service areas.

ShelterClean is the bus stop maintenance contractor for the Orange County Transportation Authority for eighteen years (1994-present), maintaining approximately 6,750 bus stops. The company's crews perform monthly preventive maintenance cycles of all stops, including trash collection

Under the present master agreement with CBS Outdoor and CBS/Decaux of Southern California, ShelterClean is responsible for the assembly, installation, maintenance, repair, removal, refurbishing, and administration of over two thousand, six hundred bus stop shelters, public amenities kiosks (PAK), and newsstands. The company's service area stretches from the North Los Angeles County (Antelope Valley), to South Orange County, and through Riverside and San Bernardino Counties with most work centered in the Los Angeles basin. Daily trash collection is a critical part of our service for the street furniture programs.

ShelterClean is a licensed California state contractor (license number 970796, C61/D34/D38/D42) to install transit shelters, street furniture and other types of prefabricated structures. All the



requirements of ShelterClean’s working agreements are in good standing and represent better than “satisfactory performance.”

References

William Batory, Senior Technician Stops and Zones

Orange County Transportation Authority,
550 South Main Street, Fourth Floor,
Orange, CA 92613-1584
(714) 560-5912

Francois Nión, Managing Director

CBS/Decaux
1150 South Olive Street, Suite 450
Los Angeles, CA 90015
(213) 608-0910

James Johnson, Transit Director

CBS Outdoor
1731 Workman Street,
Los Angeles, CA 90031
(323) 276-7320

Luis Estevez, , Public Works Director

City of Lake Forest
25550 Commercenter Drive, Suite 100
Lake Forest, CA 92630
(949) 461-3511

Staff and Support Services

Education and Experience

Education and experience are included in the résumés following.

Résumés

Résumés of all key personnel follow in alphabetical order

Rafael Mendez

EXPERIENCE

Rafael Mendez has been with ShelterClean since 1991, and has worked both as a route maintenance and repair specialist as well as managing the company's operations throughout Southern California. He has extensive knowledge of the bus stop zone technical procedures and applications utilized by the County of Los Angeles Department of Public Works and Orange County Transportation Authority ("OCTA") and is a training specialist experienced in procedure and company policy. For the past nine years Rafael's primary responsibilities included performing fieldwork for OCTA bus stop management project, including making repairs, performing preventative maintenance, and taking care of trash hot spot work when necessary. Training new or transferring employees in the County of Los Angeles Department of Public Works project is one of his major functions, along with field and shop supervision of crews. He has been instrumental in the development and implementation of policies and procedures for the County of Los Angeles Department of Public Works and OCTA projects. His current duties include overseeing the Los Angeles County and OCTA projects that includes managing personnel, work scheduling and assignments, field supervision, and recruiting. Before his promotion to his supervisory and managerial positions, Rafael worked three years performing maintenance cleaning and installing advertising posters in bus stop shelters in Orange County. Almost immediately he began learning shelter repairs including basic electrical problems, glass replacement, and installation procedures.

EDUCATION

Fullerton College, Fullerton, Calif.
1990-91

EXPERIENCE

Alan Mudge

Alan Mudge has over thirty-two years' experience in the maintenance and repair of transit facilities and street furniture. He oversees all Southern California operations, is responsible for managing the operating workforce, and develops all maintenance procedures and quality assurance programs. Alan is directly involved in all new business, from conception to start-up, and continuing through each contract.

Alan began as an entry-level route cleaner, moving through each level of the ranks to his current position as general manager. He has been instrumental in the creation, development, and implementation of maintenance, repair, and production procedures and methods relating to every aspect of transit shelter and street furniture operations.

Alan is the principal for all contracts in Southern California. He designed and implemented the work program for the Orange County Transportation Authority bus stop maintenance project, the transit centers projects, and the Los Angeles County bus stop maintenance program. He works directly with all clients to continually update and improve existing procedures, always striving for better service and quality.

EDUCATION

Glendale Community College, Glendale, Calif.
Business Administration (1988, 1997-99)

CERTIFICATIONS
AND LICENSES

Qualified ShelterClean for its Contractors State License in 2002.

EXPERIENCE

Myrna Mudge

Myrna has been with ShelterClean over twenty-five years starting in 1987 as the Data Entry Assistant. Although she had no experience with computers or database systems, she quickly learned and mastered the applications. She quickly advanced to Maintenance Operations Assistant Administrator and to her current position as Operations Administrator and Director of Recruitment.

Her primary responsibilities are overseeing and managing all aspects of the database, records, and all administrative functions related to maintenance operations. Myrna also supervises two assistants in two offices and helps the General Manager and Supervisory Staff with personnel issues, language translation, interview and recruiting functions. She is the primary channel of communication between our Clients relating to work orders, posting, and other record-related issues.

Myrna is highly detailed and organized, maintaining a database system with hundreds of thousands of records. She directly manages the database records for all clients and will provide oversight support for the County of Los Angeles Department of Public Works file that will be based from our Signal Hill Facility.

EDUCATION

General Education–Glendale Community College, 1988-1989

Alfredo Perez

Alfredo Perez has been with ShelterClean since July 2003, and has worked both as a route maintenance and repair specialist. He began as a route specialist for our County of Los Angeles Department of Public Works project quickly advancing to his current position as Field Supervisor. He has extensive knowledge of the bus stop zone technical procedures and applications utilized by the County of Los Angeles Department of Public Works and Orange County Transportation Authority (“OCTA”) and is a training specialist experienced in procedure and company policy. For the past four years Alfredo’s primary responsibilities included performing fieldwork for the County of Los Angeles Department of Public Works bus stop project, including making repairs, performing preventative maintenance, and taking care of emergencies when necessary. Training new or transferring employees is another of his major functions, along with field and shop supervision of crews.

EDUCATION

Los Angeles Trade Technical School, 1995-Present.

SECTION B

Work Plan

A Team of experienced Route Specialists will perform the weekly amenities maintenance and refuse collection on established routes, fine-tuned over the past five years to provide the most efficient service. Along with these crews, our other County contract crews will be able to assist and complete the job in the event problems arise at no additional cost to the client.

Along with our regular staff of County of Los Angeles Department of Public Works Crews, we have the resources of an entire company that has the qualifications and experience to perform the functions in the Los Angeles County project. Our current service with County of Los Angeles Department of Public Works allows us the experience and knowledge to continue this project seamlessly without any startup or disruption in service.

Training

The Operations Manager, with assistance from the Field Supervisor, is responsible for the training of new employees and the review of existing and new procedures for current crewmembers. The Field Supervisors and other qualified employees will be assigned training duties under the direction of the Operations Manager. The Operations Manager will follow up, review and conduct onsite inspections of work before new employees go on their own.

On-the-job training will be the primary mechanism for introducing new employees to their roles and responsibilities in the performance of this contract ShelterClean also provides its operational staff with manuals, handouts, and in house training meetings. Employees are trained with an emphasis on vehicle, personal, and public safety along with a focus on quality.

New employees will work with a qualified trainer for at least two weeks before going solo. The trainer will act as a mentor for the remainder of probation (90 days) and thereafter until management and the new employee are both confident.

Activities

Refuse Container Collection and Disposal Amenities Inspection, Maintenance, and Trash Collection

A *Personnel, Vehicles, and Equipment*

1) Personnel

- Two experienced Route Specialists will be assigned to the County of Los Angeles Department of Public Works project and carry out the requirements of the contract and the scope of work. All personnel will be full-time, whether working directly on this project the entire shift or splitting their time between our other projects.

- Dedicated Route Specialists (RS) on 6:00 A.M.- 2:30 P.M., Monday through Friday schedules.. Route Specialists will stay off high travel and gridlock zoned streets during peak hours specified by the Department. Each technician will be assigned an equipped vehicle as described below in item 2.
 - All personnel will wear the official ShelterClean uniform and identification badge while on duty.
- 2) Vehicles
- All Route Specialist vehicles will be Ford F150 (or equivalent) trucks equipped with bed liners, bed height extenders, bed tarps or webbing, an arrow light stick, and two-way radio.
 - All vehicles will be equipped with all tools necessary to perform the work described in the Scope of Work (SOW).
 - All vehicles will be clearly marked with the ShelterClean name, and telephone number.

B Scheduling

- 1) The operations manager will assign routes daily according to a prearranged schedule.
- 2) Each Route Specialist will be assigned one route per day, or pressure washing tasks. The Route Specialist will be expected to complete the route, in a regular eight-hour shift but will be given authorization to work over to accommodate work delays or extraordinary problems found.
 - Absenteeism and vacations will be handled with additional staff or overtime during the week at no additional cost to the County of Los Angeles Department of Public Works.

C Work Method

- 1) Each Route Specialist will receive the route sheet at the start of shift. The Specialist's vehicle will be stocked with supplies, and a set of tools necessary to complete the required service and some minor repairs.
- 2) Each Route Specialist will be expected to inspect every location listed on the route and perform the necessary service as specified in the RFP scope of work, correct any problems and report deficiencies and damage that cannot be fixed that visit. Any public safety hazard will be corrected or made safe. Site will not be left until safe. Damaged trash receptacles, street furniture, or shelters will be delineated with barrier tape and/or cones until removed or repaired. Emergency hazardous situations will be called in via two-way radio or telephone when necessary.
- 3) The Route Specialist will park off street whenever possible to service a stop. If it is necessary to park in the street curbside at the stop, the Route Specialist will use caution using arrow light stick to warn traffic. Once stopped, a delineator will be placed behind the vehicle approximately six (6) feet behind to alert drivers. If the Route Specialist's vehicle

will severely disrupt traffic flow and/or block a traffic flow lane, alternate parking will be found even if it is not adjacent to the bus stop.

- 4) Once positioned safely, the Route Specialist will perform the required maintenance specified in the SOW.
- 5) The trash bags will be pulled from receptacle and placed in the truck. Any loose trash remaining at the bottom of receptacle/liner will be removed before a new bag is placed. The trash receptacle cover will be wiped cleaned

6)



The Route Specialist will pick up trash around the receptacle within a five-foot perimeter.

Minor graffiti will be removed from shelters, benches, and trash receptacles using approved chemicals that are field proven, safe, and as environmentally friendly as possible. Extensive graffiti on the structures and sidewalk will be removed with a special work order and pressure washing if necessary. Severely blemished paint will be touched up with matched paint.

- 8) The shelters and benches will be hand wiped clean as necessary, and glass or acrylic washed if so equipped.
- 9) The Route Specialist will record on the route sheet any problems corrected as well as those that need follow up later.
- 10) The Route Specialist will dispose of any trash and debris at the approved Materials Recycling Facility (MRF) disposal station.
- 11) The route sheet and any work orders, complete or incomplete, will be turned in daily to the office for analysis and processing.

Pressure Washing

A Personnel and Vehicles

1) Personnel

- Pressure Wash Operators will be assigned equipped vehicles as described below in item 2.
- Our Pressure Wash Operators are full time employees but their time is allocated between different contracts. One of the route specialists assigned to this project will perform the pressure washing on the days he is not assigned regular routes. The time apportioned to this project during the six-week cycles specified is averaged in weekly hours as shown on the Cost Methodology chart.

2) Vehicles

- The pressure wash operator vehicles will be Ford 450 or F550 (or equivalent) trucks with flatbeds, equipped with an arrow light stick, two-way radio, 3500 psi hot/cold/steam, gas powered pressure washer, 525-gallon water tank, and 100-foot hose and reel. Additionally, a wastewater vacuum system with a 125-gallon recovery tank will be mounted to aid in the reclamation of standing water or prevent runoff into the storm water system. Any wastewater collected will be disposed in accordance with local, state, and federal regulations. ShelterClean has a permitted sanitary sewer at our Signal Hill facility.
- All vehicles will be equipped with all tools necessary to perform the work described in the scope of work.
- All vehicles will be clearly marked with the ShelterClean name, address, and telephone number as specified.



B Scheduling Six-Week Cycles

- 1) The bus shelter locations in the North and South County will be pressure washed at six-week cycles. The schedule will be sent to the Department one week before the start of each cycle.
- 2) We have estimated that all locations will be completed in approximately three and a half weeks. The time allocated allows for proper and thorough cleaning with wastewater runoff prevention when necessary and required.



A portable boom system is used to divert runoff to the vacuum suction device so as to prevent wastewater from entering storm drains.

Each pressure wash operator will be assigned fifteen to twenty five locations per shift. The pressure wash operator is expected to complete his/her assignments in a regular shift but will be given authorization to work overtime to accommodate work delays or extraordinary problems found.

C Work Method

- 1) Pressure wash operators will receive the assignment at the start of shift. The pressure wash operator's vehicle will be stocked with supplies, and a set of tools necessary to complete the required service and some minor repairs.

- 2) The pressure wash operator will be expected to service every location listed on the route and perform the necessary maintenance as specified in the City's scope of work, correct any problems and report deficiencies and damage that cannot be fixed that visit. Broken signposts, protruding anchors and bolts, or any other public safety hazard will be corrected or made safe. The pressure wash operator will park off street whenever possible to service a stop. If it is necessary to park in the street curbside at the stop, the pressure wash operator will use caution by utilizing an arrow light stick to warn traffic. Once stopped, a delineator will be placed approximately six feet behind the vehicle to alert drivers. If the vehicle will severely disrupt traffic flow and/or block a traffic flow lane, alternate nonadjacent parking will be used.
- 3) Once positioned safely, the pressure wash operator will perform the required maintenance specified in the scope of work.
- 4) The pressure wash operator will record on the route sheet any problems corrected as well as those that need follow up later.
- 5) The route sheet and any work orders, complete or incomplete, will be turned in daily to the office for analysis and processing.



Solar Light Checks

A *Personnel and Vehicles*

1) Personnel

- Our Route Specialist/Repair Tech/Shift Leaders will all conduct the solar lighting system checks as specified. The inspections will be conducted during the regular shift by using the test button and/or by conducting nighttime inspections.

B *Scheduling Bi-Monthly Inspections*

- 1) Using the maintenance route sheets, solar lighting system inspections will be scheduled at the beginning of every month staggering the checks so that every solar light is tested every other month (ie: half the plant checked one month while the other half the next month)

C *Work Method*

- 1) The inspection reports will be returned for analysis. Inoperable solar lights will be assigned a work order for Department approval and/or to comply with contract requirements for repair.
- 2) Repairs will be assigned to staff designated as Repair Techs, trained in solar component replacement and operation.

Additional Repairs and Service

ShelterClean is experienced in all facets of bus stop street furniture repair and maintenance. We will use experienced staff and crew to perform all the repairs and replacement functions specified in the RFP, and that we have been doing for the past five years for Los Angeles County.



Controls

Field Supervision

A field supervisor will devote the majority of their time to inspecting and evaluating the performance all field crews. This will entail driving the assigned routes of personnel and grading individual tasks with an evaluation form. The field supervisor reports directly to the operations manager.

The field supervisor will assist the operations manager in training functions and the implementation of procedures and policies. The field supervisor will be fully trained and qualified in all duties of the County of Los Angeles Department of Public Works operations should they be needed to perform special projects, service changes, vacationing and absent employees.

Vehicle and Job Safety

All employees will obey all applicable traffic laws and make every effort to work off street when the flow of traffic is a concern.

ShelterClean participates in the Department of Motor Vehicles “Pull Notice Program,” which alerts us when an employee receives citations or has activity on his or her motor vehicle report. Employees are subject to disciplinary action up to and including discharge for any traffic violation or accident. Employees are subject to disciplinary action up to and including discharge for unsafe work practices that lead to injuries or narrow escapes to themselves, co-workers, or the public.

Employees are expected to use the arrow light stick warning device, strobe light and/or other warning tools (delineators, cones, etc.) where prudent to warn other drivers of intent to stop and work in the bus stop zone.

Employees are expected to know and follow the safety procedures set forth in the ShelterClean safety policy handbook (included with this proposal) as well as those established by California and federal regulatory agencies.

Records Control

ShelterClean has developed a database (EAMS by Infor) that has complete information on all the locations, creates and stores all work orders and reports:

- All locations with pertinent information;
- Work order summaries generated monthly for billing; and
- Database researched for past work order activity.
- Reports can be exported into Excel spreadsheets to send to the Client

Monthly Billing

Route activities along with an itemized list of completed work orders will be sent with monthly invoices. Invoices shall be expeditiously sent out at the closing of every month and the County of Los Angeles Department of Public Works will remit payment within thirty calendar days of the receipt and approval of invoice.





Corporate Documents

Certificate of Good Standing

Statement of Domestic Stock Corporation

State of California
Secretary of State

CERTIFICATE OF STATUS

ENTITY NAME:

SHELTER CLEAN SERVICES INC

FILE NUMBER: C3430876
FORMATION DATE: 12/19/2011
TYPE: DOMESTIC CORPORATION
JURISDICTION: CALIFORNIA
STATUS: ACTIVE (GOOD STANDING)

I, DEBRA BOWEN, Secretary of State of the State of California,
hereby certify:

The records of this office indicate the entity is authorized to
exercise all of its powers, rights and privileges in the State of
California.

No information is available from this office regarding the financial
condition, business activities or practices of the entity.



IN WITNESS WHEREOF, I execute this certificate
and affix the Great Seal of the State of
California this day of November 20, 2012.

Debra Bowen

DEBRA BOWEN
Secretary of State



**State of California
Secretary of State**

S

**E-J19881
FILED**

In the office of the Secretary of
State of the State of California

Jan - 17 2012

This Space For Filing Use Only

**Statement of Information
(Domestic Stock and Agricultural Cooperative Corporations)**

**FEES (Filing and Disclosure): \$25.00. If amendment, see instructions.
IMPORTANT - READ INSTRUCTIONS BEFORE COMPLETING THIS FORM**

1. CORPORATE NAME

C3430876
SHELTER CLEAN SERVICES INC

11065 PENROSE STREET
SUN VALLEY CA 91352

Due Date:

Complete Addresses for the Following (Do not abbreviate the name of the city. Items 2 and 3 cannot be P.O. Boxes.)

2. STREET ADDRESS OF PRINCIPAL EXECUTIVE OFFICE	CITY	STATE	ZIP CODE
10 FIFTH STREET VALLEY STREAM NY 11581			
3. STREET ADDRESS OF PRINCIPAL BUSINESS OFFICE IN CALIFORNIA, IF ANY	CITY	STATE	ZIP CODE
100 WEST BROADWAY SUITE 100 GLENDALE CA 91203			
4. MAILING ADDRESS OF THE CORPORATION, IF DIFFERENT THAN ITEM 2	CITY	STATE	ZIP CODE
11065 PENROSE STREET SUN VALLEY CA 91352			

Names and Complete Addresses of the Following Officers (The corporation must list these three officers. A comparable title for the specific officer may be added; however, the preprinted titles on this form must not be altered.)

5. CHIEF EXECUTIVE OFFICER/	ADDRESS	CITY	STATE	ZIP CODE
PERRY FINE	10 FIFTH STREET VALLEY STREAM, NY 11581			
6. SECRETARY	ADDRESS	CITY	STATE	ZIP CODE
STEPHEN F LOBASSO	10 FIFTH STREET VALLEY STREAM, NY 11581			
7. CHIEF FINANCIAL OFFICER/	ADDRESS	CITY	STATE	ZIP CODE
STEPHEN F LOBASSO	10 FIFTH STREET VALLEY STREAM NY 11581			

Names and Complete Addresses of All Directors, Including Directors Who Are Also Officers (The corporation must have at least one director. Attach additional pages, if necessary.)

8. NAME	ADDRESS	CITY	STATE	ZIP CODE
PERRY FINE	10 FIFTH STREET VALLEY STREAM, NY 11581			
9. NAME	ADDRESS	CITY	STATE	ZIP CODE
10. NAME	ADDRESS	CITY	STATE	ZIP CODE

11. NUMBER OF VACANCIES ON THE BOARD OF DIRECTORS, IF ANY: 0

Agent for Service of Process (If the agent is an individual, the agent must reside in California and Item 13 must be completed with a California street address (a P.O.Box address is not acceptable). If the agent is another corporation, the agent must have on file with the California Secretary of State a certificate pursuant to California Corporations Code section 1505 and Item 13 must be left blank.)

12. NAME OF AGENT FOR SERVICE OF PROCESS:
LEGALZOOM.COM, INC.

13. STREET ADDRESS OF AGENT FOR SERVICE OF PROCESS IN CALIFORNIA, IF AN INDIVIDUAL CITY STATE ZIP CODE

Type of Business

14. DESCRIBE THE TYPE OF BUSINESS OF THE CORPORATION
BUS SHELTER CLEANING

15. BY SUBMITTING THIS STATEMENT OF INFORMATION TO THE CALIFORNIA SECRETARY OF STATE, THE CORPORATION CERTIFIES THE INFORMATION CONTAINED HEREIN, INCLUDING ANY ATTACHMENTS, IS TRUE AND CORRECT.

01/17/2012
DATE

CATHERINE M CORBLEY
TYPE OR PRINT NAME OF PERSON COMPLETING THE FORM

ASSISTANT TO CFO
TITLE

SIGNATURE

3430876

ARTS-GS	Articles of Incorporation of a General Stock Corporation
<p>To form a general stock corporation in California, you can fill out this form or prepare your own document, and submit for filing along with:</p> <ul style="list-style-type: none"> - A \$100 filing fee, - A separate, non-refundable \$15 service fee, if you drop off the completed form or document. <p>Important! Corporations in California may have to pay a minimum \$800 yearly tax to the California Franchise Tax Board. Go to www.ftb.ca.gov for more information.</p> <p>Note: Before submitting the completed form, you should consult with a private attorney for advice about your specific business needs.</p>	

ENDORSED - FILED
in the office of the Secretary of State
of the State of California

DEC 19 2011

This Space For Office Use Only

For questions about this form, go to www.sos.ca.gov/business/be/filing-tips.htm.

Corporate Name (List the proposed corporate name. Go to www.sos.ca.gov/business/be/name-availability.htm for general corporate name requirements and restrictions.)

① The name of the corporation is Shelter Clean Services Inc

Corporate Purpose

② The purpose of the corporation is to engage in any lawful act or activity for which a corporation may be organized under the General Corporation Law of California other than the banking business, the trust company business or the practice of a profession permitted to be incorporated by the California Corporations Code.

Service of Process (List a California resident or an active 1505 corporation in California that agrees to be your initial agent to accept service of process in case your corporation is sued. You may list any adult who lives in California. You may not list your own corporation as the agent. Do not list an address if the agent is a 1505 corporation.)

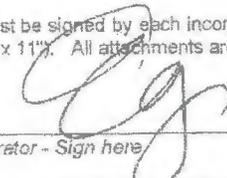
③ a. Agent's name: Legalzoom.com, Inc.

b. Agent's address: _____ CA
Street Address (if agent is not a corporation) City (no abbreviations) State Zip

Shares (List the number of shares the corporation is authorized to issue. Note: Before shares of stock are sold or issued, the corporation must comply with the Corporate Securities Law of 1968 administered by the California Department of Corporations. For more information, go to www.corp.ca.gov or call the California Department of Corporations at (213) 576-7500.)

④ This corporation is authorized to issue only one class of shares of stock.
The total number of shares which this corporation is authorized to issue is 200

This form must be signed by each incorporator. If you need more space, attach extra pages that are 1-sided and on standard letter-sized paper (8 1/2" x 11"). All attachments are made part of these articles of incorporation.



Incorporator - Sign here

Eileen Gallo

Print your name here

Make check/money order payable to: **Secretary of State**

We can give you up to 2 free certified copies of your filed form if you submit up to 2 completed copies of this form (with all attachments).

By Mail

Secretary of State
Business Entities, P.O. Box 944260
Sacramento, CA 94244-2600

Drop-Off

Secretary of State
1500 11th Street, 3rd Floor
Sacramento, CA 95814

Attachment to the
Articles of Incorporation
Of
Shelter Clean Services Inc

⑤ The personal liability of the directors of the corporation for monetary damages for breach of fiduciary duty shall be eliminated to the fullest extent permissible under California law. The corporation is authorized to indemnify its directors and officers to the fullest extent permissible under California law.



I hereby certify that the foregoing
transcript of 2 page(s)
is a full, true and correct copy of the
original record in the custody of the
California Secretary of State's office.

DEC 20 2011

Date: _____ Jan

Debra Bowen

DEBRA BOWEN, Secretary of State



Licenses and Certifications

California State Contractor's License #970976 C61/D34, D38, D42
ShelterClean Waste Collector Permit



Licenses and Certifications

California State Contractor's License #970976 C61/D34, D38, D42
ShelterClean Waste Collector Permit

970796

Extract Date: 11/18/2012

SHELTER CLEAN SERVICES INC

Business Phone Number: (818) 767-9162

11065 PENROSE STREET
SUN VALLEY, CA 91352

Corporation

03/12/2012

03/31/2014

ACTIVE

This license is current and active. All information below should be reviewed.

CLASS	DESCRIPTION
D34	PREFABRICATED EQUIPMENT
D38	SAND AND WATER BLASTING
D42	SIGN INSTALLATION

CONTRACTOR'S BOND

This license filed a Contractor's Bond with
[WESTCHESTER FIRE INSURANCE COMPANY](#).

Bond Number: K08520994

Bond Amount: \$12,500

Effective Date: 01/01/2012

BOND OF QUALIFYING INDIVIDUAL

1. This license filed Bond of Qualifying Individual number K08622115 for MUDGE ALAN CURTIS in the amount of \$12,500 with
[FIRE INSURANCE COMPANY](#).

Effective Date: 01/01/2012

WORKERS' COMPENSATION

This license has workers compensation insurance with
[PRAETORIAN INSURANCE COMPANY](#).



COUNTY OF LOS ANGELES

Department of Public Health - Solid Waste Program

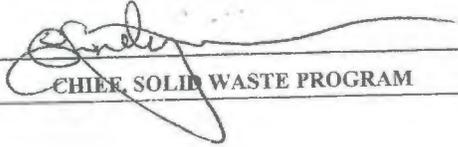
Waste Collector Permit

Under Provisions of County Ordinance Title 20

2012

COMPANY ID #	S0615
PERMIT FEE	\$1,013.00
VEHICLES PERMITTED	13
DATE OF ISSUE	07/23/2012
EXPIRATION DATE	12/31/2012

SHELTERCLEAN SERVICES, INC
11065 PENROSE ST
SUN VALLEY, CA 91352


CHIEF SOLID WASTE PROGRAM

SECTION C

Required Proposal Forms

Required proposal forms follow.

- PW-1 Verification of Proposal
- PW-2 Schedule of Prices
- PW-3 County of Los Angeles Contractor Employee Service Program/ Exception and Certification Form
- PW-4 Contractor's Industrial Safety Record
- PW-5 Conflict of Interest Certification
- PW-6 Proposer's Reference List
- PW-7 Proposer's Equal Employment Opportunity Certification
- PW-8 List of Subcontractors
- PW-9 Request for Local Small Business Enterprise (SBE) Preference Program Information Form
- PW-10 GAIN and GROW Employment Commitment
- PW-11 Transmittal Form to Request an RFP Solicitation Requirements Review
- PW-12 Charitable Contributions Certification
- PW-13 Transitional Job Opportunities Preference Application
- PW-14 Proposer's List of Terminated Contracts
- PW-15 Proposer's Pending Litigations and Judgments
- PW-16 Proposer's Insurance Compliance Affirmation
- PW-17 Certification of Compliance with County's Defaulted Property Tax Reduction Program
- PW-18 Statement of Equipment Form
- PW-19 Minimum Requirements Affirmation
- PW-20 Contractor's Certifications and License Information

LIVING WAGE FORMS

- LW-1 Los Angeles County Code Chapter 2.201 - Living Wage Program
- LW-2 Living Wage Ordinance - Application for Exemption
- LW-3 Contractor Living Wage Declaration
- LW-4 Living Wage Acknowledgment and Statement of Compliance
- LW-5 Labor/Payroll/Debarment History
- LW-7 Proposer's Medical Plan Coverage
- LW-8 Proposer's Staffing Plan and Cost Methodology
- LW-9 Wage and Hour Record Keeping for Living Wage Contract

VERIFICATION OF PROPOSAL

DATE: November 19, 2012 THE UNDERSIGNED HEREBY DECLARES AS FOLLOWS:

1. This Declaration is given in support of a Proposal for a Contract with The County Of Los Angeles. The Proposer further acknowledges that if any false, misleading, incomplete, or deceptively unresponsive statements in connection with this proposal are made, the Proposal may be rejected at the Director's sole judgment and his/her judgment shall be final.

2. Name of Service: Maintenance Program For Non-Advertising Bus Stop Amenities-North County RFP PA046

DECLARANT INFORMATION

3. Name Of declarant

4. I Am duly vested with the authority to make and sign instruments for and on behalf of the Proposer(s) Yes

5. My Title, Capacity, Or Relationship to the Proposer(s) is:

PROPOSER INFORMATION

6. Proposer's full legal name: ShelterCLEAN Services, Inc. Telephone No.: 818-767-9162

Physical Address (NO P.O. BOX): 11065 Penrose Street, Sun Valley, CA 91352 Mobile No.: 818-748-7296

e-mail: info@shelterclean.com Fax No.: 818-767-9168

County WebVen No.: 11291601 IRS No.: 45-4102187 Business License No.:

7. Proposer's fictitious business name(s) or dba(s) (if any): N/A

County(s) of Registration: N/A State: Year(s) became DBA:

8. The Proposer's form of business entity is (CHECK ONLY ONE):

- Sole proprietor Name of Proprietor:
- A corporation: Corporation's principal place of business: 11065 Penrose Street, Sun Valley, CA 91352
State of incorporation: California Year incorporated: 2011
- Non-profit corporation certified under IRS 501(c) 3 and registered with the CA Attorney General's Registry of Charitable Trusts President/CEO: Secretary:
- A general partnership: Names of partners:
- A limited partnership: Name of general partner:
- A joint venture of: Names of joint venturers:
- A limited liability company: Name of managing member:

9. The only persons or firms interested in this proposal as principals are the following:

Name(s): Lonnie Fine	Title: CEO	Phone: 516.561.1700	Fax: 516.593.9370
Street: 10 Fifth Street	City: Valley Stream	State: NY	Zip: 11581
Name(s): Perry Fine	Title: President	Phone: 516.561.1700	Fax: 516.593.9370
Street: 10 Fifth Street	City: Valley Stream	State: NY	Zip: 11581

10. Is your firm wholly or majority owned by, or a subsidiary of another firm? No Yes

If yes, name of parent firm: _____
State of incorporation/registration of parent firm: _____

11. Has your firm done business under any other name(s) within the last five years? No Yes If yes, please list the other name(s):
Name(s): ShelterCLEAN, Inc. Year of name change: 2012
Name(s): Year of name change: _____

12. Is your firm involved in any pending acquisition or merger? No Yes
If yes, indicate the associated company's name _____

13. Proposer acknowledges that if any false, misleading, incomplete, or deceptively unresponsive statements in connection with this proposal are made, the proposal may be rejected. The evaluation and determination in this area shall be at the Director's sole judgment and the Director's judgment shall be final.

14. I am making these representations and all representation contained in this proposal based on information that they are true and correct to the best of my information and belief.

I declare under penalty of perjury under the laws of California that the above information is true and correct.

Signature of Proposer or Authorized Agent: _____ Date: 11/16/12

Type name and title: PERRY FINE, PRESIDENT/CEO

SCHEDULE OF PRICES
FOR
MAINTENANCE PROGRAM FOR BUS STOP AMENITIES
AT DESIGNATED TRANSIT STOPS IN THE
UNINCORPORATED NORTHERN AREAS OF THE
COUNTY OF LOS ANGELES

=====

The undersigned Proposer offers to perform the work described in the Request for Proposals (RFP) for the following price(s). The Proposer rate(s) (hourly, monthly, etc.) shall include all administrative costs, labor, supervision, materials, transportation, taxes, equipment, and supplies unless stated otherwise in the RFP. It is understood and agreed that where quantities, if any, are set forth in the Schedule of Prices, they are only estimates, and the unit prices quoted, if any, will apply to the actual quantities, whatever they may be. Costs must also be submitted for trash collection, transportation, and disposal of waste at designated trash receptacles. The Unit Count shown for routine maintenance is based on the current number of the respective amenities located at the designated transit stops in the unincorporated areas of the County of Los Angeles, but may be revised in accordance with Section 2 of the Scope of Work, Work Location.

FORM PW-2.1

I. MAINTENANCE, REPLACEMENT, RELOCATION, REMOVAL, AND REINSTALLATION OF BUS STOP AMENITIES

A. ROUTINE MAINTENANCE

Once-a-week maintenance of the Bus Stop Shelters at designated transit stops located in the unincorporated areas of the County of Los Angeles. (Each shelter includes a bench, a trash receptacle, and is either hard-wired or has solar panels on top of the shelter or attached to a stand-alone pole.)

1. <u>Maintenance of Shelter.</u>	Unit Count	Proposed Unit Rate Per Visit	Subtotal (Unit Count x Unit Rate per Visit)	Estimated Weeks	Annual Amount (Subtotal x Estimated Weeks)
a) Proposed maintenance cost (including examining electrical or solar-powered lighting for functionality, if applicable) for shelter with electric hard-wire, solar panel attached to top of shelter, or no lighting. Sites may include one and/or more shelters, benches, or trash receptacles. Locations are marked "hard-wire", "solar panel", or "none" under the "Lighting" column in Exhibit K.1.	76	\$ 3.00	\$ 228.00	52	\$ 11,856.00
b) Proposed maintenance cost (including cost to examine solar-powered lighting for functionality) for shelter with solar panel attached to a stand-alone solar light pole.	1	\$ 3.50	\$ 3.50	52	\$ 182.00
Subtotal					
	Unit Count	Proposed Unit Rate Per Visit	Subtotal (Unit Count x Unit Rate per Visit)	Frequency	Annual Amount (Subtotal x Frequency)
c) Proposed maintenance cost for pressure washing each bus shelter every six weeks. Locations in Exhibit K.1.	76	\$ 25.00	\$ 1,900.00	9	\$ 17,100.00

2. <u>Maintenance of Stand-alone solar light poles.</u>	Unit Count	Proposed Unit Rate Per Visit	Subtotal (Unit Count x Unit Rate per Visit)	Estimated Weeks	Annual Amount (Subtotal x Estimated Weeks)
<p>Proposed maintenance cost of stand-alone solar light poles, including examining the functionality of each stand-alone solar light pole.</p> <p>Locations in Exhibit K.4.</p>	4	\$ 4.00	\$ 16.00	52	\$ 832.00
<p>3. <u>Maintenance of bus benches and trash receptacle.</u></p>					
<p>a) Proposed maintenance cost of bus benches and adjacent trash receptacle (if applicable) per location at designated transit stops.</p> <p>Sites may include one or more benches and may include one or more trash receptacles.</p> <p>Locations in Exhibit K.2.</p>	25	\$ 4.00	\$ 100.00	52	\$ 5,200.00
<p>b) Proposed maintenance cost of each stand-alone trash receptacle, not including those adjacent to bus shelters or bus benches.</p> <p>Locations in Exhibit K.3</p>	50	\$ 4.00	\$ 200.00	52	\$ 10,400.00

B. REPLACEMENT

	Estimated Units	Unit Rate	Annual Amount (Estimated Units x Unit Rate)
<p>1. <u>Replacement of Bus Stop Shelter Structures and Parts</u> Upon request or necessity for replacement of bus stop shelter structure and parts.</p>			
<p>a) Replacement of bus stop shelter (without PSA panel) structure ONLY including solar system kit. Models: Tolar Maravilla Style 13NAHP-PMTR or LNI Aurora Series Model-SL 13</p>	5	\$ 8886.00	\$ 44,430.00
<p>b) Replacement of side ornate iron panel for bus stop shelter.</p>	6	\$ 540.00	\$ 3,840.00
<p>2. <u>Replacement of Solar-Powered Lighting and Apparatus.</u> Upon request or necessity for replacement of solar panel or other related apparatus.</p>			
<p>a) Replacement of solar panel attached to top of shelter.</p>	15	\$ 745.00	\$ 11,175.00
<p>b) Replacement of solar system kit (includes 2 solar panels, batteries, LED lamp, and solar lighting controller) for solar-powered lighting attached to shelter.</p>	5	\$ 1,593.00	\$ 7,965.00
<p>c) Replacement of LED lamp (SW WP6X-LED) for bus stop shelter.</p>	5	\$ 174.00	\$ 870.00
<p>d) Replacement of Urban Solar PV Stop™ solar-powered lighting (entire unit including module, pole, and parts) with same model lighting unit.</p>	5	\$ 1,484.00	\$ 7,420.00
<p>e) Replacement of solar panel ONLY attached to stand-alone Urban Solar PV Stop™ solar-powered lighting.</p>	3	\$ 193.00	\$ 579.00
<p>f) Replacement of stand-alone Urban Solar™ PV Stop solar-powered lighting pole ONLY.</p>	5	\$ 181.00	\$ 905.00

FORM PW-2.1

3. <u>Replacement of Bus Benches</u> (Upon request or necessity for replacement of bus bench, including, but not limited to, bench and mounting materials.)	Estimated Units	Unit Rate	Annual Amount (Estimated Units x Unit Rate)
Replacement of LNI Aurora Series Model BL-6 bus bench.	3	\$ 952.00	\$ 2,856.00
4. <u>Replacement of Trash Receptacles</u> (Upon request or necessity for replacement for either part or the entire trash receptacle, including, but not limited to, exterior frame, inner liner, dome cover, and mounting materials.)			
a) Replacement of LNI Aurora Series Model TC-32 trash receptacle (entire) unit.	10	\$ 631.00	\$ 6,310.00
b) Replacement of trash receptacle exterior frame ONLY.	10	\$ 527.00	\$ 5,270.00
c) Replacement of trash receptacle aluminum liner (container) ONLY.	10	\$ 87.00	\$ 870.00
d) Replacement of trash receptacle dome cover ONLY.	10	\$ 81.00	\$ 810.00
5. <u>Replacement of Miscellaneous Items</u>			
a) Replacement of Metro transit map kiosk (mounted on stand-alone Urban Solar PV Stop™ solar-powered lighting).	2	\$ 423.00	\$ 846.00
b) Replacement of acrylic glass (transparent plastic) for Metro transit map kiosk.	1	\$ 81.00	\$ 81.00
c) Replacement of anti-mar graffiti-resistant film (to cover acrylic glass for Metro transit map kiosk).	1	\$ 112.00	\$ 112.00
d) Replacement of NextBus electronic message display ONLY.	2	\$ 2,813.00	\$ 5,626.00

C. RELOCATION

Upon request or necessity for relocation of bus shelter, including, but not limited to, shelter, amenities, solar panels and apparatus, and the restoration of site to original condition.

	Estimated Units	Unit Rate	Annual Amount (Estimated Units x Unit Rate)
<p>1. <u>Relocation of Bus Stop Shelters</u></p>			
<p>a) Relocation of bus stop shelter (including bench, trash receptacle, and solar panel attached to top of shelter).</p>	3	\$ 596.00	\$ 1,788.00
<p>b) Relocation of bus stop shelter (including bench, trash receptacle, and stand-alone Urban Solar PV Stop™ solar-powered lighting).</p>	1	\$ 648.00	\$ 648.00
<p>2. <u>Relocation of stand-alone Urban Solar PV Stop™ solar-powered light pole</u></p>			
<p>Upon request or necessity for relocation of stand-alone solar-powered light pole, including, but not limited to, solar panel and apparatus and the restoration of site to original condition.</p>	2	\$ 138.00	\$ 276.00
<p>3. <u>Relocation of Bus Benches</u></p>			
<p>Upon request or necessity for relocation of bus benches, including, but not limited to, bench, mounting materials and the restoration of site to original condition.</p>	3	\$ 103.00	\$ 309.00
<p>4. <u>Relocation of Trash Receptacles</u></p>			
<p>Upon request or necessity for relocation of trash receptacles, including, but not limited to, trash receptacle, mounting materials and the restoration of site to original condition.</p>	10	\$ 103.00	\$ 1,030.00

FORM PW-2.1

D. REMOVAL

Description	Estimated Units	Unit Rate	Annual Amount (Estimated Units x Unit Rate)
<p>1. <u>Removal of Bus Shelters and Amenities</u> (including bench, trash receptacle, and solar panel attached to top of shelter, hard-wire, or no lighting; stand-alone solar-powered light pole to be charged separately).</p> <p>Upon request or necessity for removal and disposal (may include storage) of bus shelters, including, but not limited to, shelter, amenities, solar panels and apparatus (or electric hard-wire), and the restoration of site to original condition.</p>	5	\$ 441.00	\$ 2,205.00
<p>2. <u>Removal of stand-alone Urban Solar PV Stop™ solar-powered lighting.</u></p> <p>Upon request or necessity for removal and disposal (may include storage) of stand-alone solar-powered light pole, including, but not limited to, solar panel and apparatus and the restoration of site to original condition.</p>	3	\$ 138.00	\$ 414.00
<p>3. <u>Removal of Bus Benches</u></p> <p>Upon request or necessity for removal and disposal (may include storage) of bus bench, including, but not limited to, bench, mounting materials and the restoration of site to original condition.</p>	3	\$ 52.00	\$ 156.00
<p>4. <u>Removal of Trash Receptacles</u></p> <p>Upon request or necessity for removal and disposal (may include storage) of trash receptacle, including, but not limited to, trash receptacle, mounting materials and the restoration of site to original condition.</p>	5	\$ 52.00	\$ 260.00

E. REINSTALLATION

	Estimated Units	Unit Rate	Annual Amount (Estimated Units x Unit Rate)
<p>1. <u>Reinstallation of Bus Stop Shelters</u></p> <p>Upon request or necessity for reinstallation of bus shelter, including, but not limited to, shelter, amenities, and solar panel and apparatus previously removed from other location.</p> <p>Reinstallation of bus stop shelter (including bench, trash receptacle, and solar panel attached to top of shelter; stand-alone solar-powered light pole to be charged separately).</p>	5	\$ 536.00	\$ 2,680.00
<u>2. Reinstallation of Stand-Alone Solar-Powered Light Poles</u>			
<p>Upon request or necessity for reinstallation of stand-alone solar-powered light pole, including, but not limited to, and solar panel and apparatus previously removed from other location.</p>	1	\$ 121.00	\$ 121.00
<u>3. Reinstallation of Bus Benches</u>			
<p>Upon request or necessity for reinstallation of bus bench, including, but not limited to, bench and mounting materials previously removed from other location.</p>	2	\$ 69.00	\$ 138.00
<u>4. Reinstallation of Trash Receptacles</u>			
<p>Upon request or necessity for reinstallation of trash receptacle, including, but not limited to, trash receptacle and mounting materials previously removed from other location.</p>	5	\$ 69.00	\$ 345.00

II. COLLECTION, TRANSPORTATION, AND DISPOSAL OF WASTE

A. Collection, transportation and disposal of waste at designated transit stops located in the unincorporated northern area of the County, as specified in Exhibit K.3.

Routine collection of waste within Santa Clara River Watershed shall be done once a day, three times a week, on Monday, Wednesday, and Friday, including holidays, unless otherwise specified. Routine collection of waste within Antelope Valley Watershed shall be done once a day, twice a week, and be at least two days apart. County reserves the right to reduce or increase collection frequency of any unit on any route at any time during the Contract period.

	Unit Count	Unit Rate Per Day	Subtotal (Unit Count x Unit Rate per Day)	Days	Annual Amount (Subtotal x Days)
a) Waste collection, transportation, and disposal at a permitted materials recovery facility (MRF) for Santa Clarita Watershed area. Locations are marked "Santa Clara River Watershed" under the "Watershed" column in Exhibit K.3.	105	\$ 3.00	\$ 315.00	156	\$ 49,140.00
b) Waste collection, transportation, and disposal at a permitted materials recovery facility (MRF) for Antelope Valley Watershed Area. Locations are marked "Antelope Valley Watershed" under the "Watershed" column in Exhibit K.3.	41	\$ 6.00	\$ 246.00	104	\$ 25,584.00

FORM PW-2.1

TOTAL PROPOSED ANNUAL PRICE (Item I {A through E} + Item II)

Total proposed annual price for maintenance, replacement, relocation, removal, and reinstallation of bus stop shelters, solar-powered lighting, bus benches, and trash receptacles; and the collection, transportation, and disposal of waste once a day, three days a week, between Monday and Friday, within Santa Clara River Watershed and at a frequency of once a day, twice a week, at least two days apart, within Antelope Valley Watershed is:

\$ 230,629.00

=====

LEGAL NAME OF PROPOSER ShelterClean Services, Inc.		
SIGNATURE OF PERSON AUTHORIZED TO SUBMIT PROPOSAL		
TITLE OF AUTHORIZED PERSON		
DATE	STATE CONTRACTOR'S LICENSE NUMBER 970796	LICENSE TYPE C61-D34/D38/D42
PROPOSER'S ADDRESS: 11065 Penrose Street Sun Valley, CA 91352		
E-MAIL amudge@shelterclean.com, info@shelterclean.com	MOBILE 818-748-7296	FACSIMILE 818-767-9168
PHONE 818-767-9162		

**COUNTY OF LOS ANGELES CONTRACTOR EMPLOYEE JURY SERVICE PROGRAM
APPLICATION FOR EXCEPTION AND CERTIFICATION FORM**

This contract is subject to the County of Los Angeles Contractor Employee Jury Service Program (Program) (Los Angeles County Code, Chapter 2.203). All contractors and subcontractors must complete this form to either (1) request an exception from the Program requirements or (2) certify compliance. Upon review of the submitted form, the County department will determine, in its sole discretion, whether the bidder or proposer is excepted from the Program.

Company Name: ShelterCLEAN Services, Inc	
Company Address: 11065 Penrose Street	
City: Sun Valley	State: CA Zip Code: 91352
Telephone Number: 818.767.9162	
(Type of Goods or Services): bus stop/street furniture maintenance, repair, installation; trash collection	

If you believe the Jury Service Program does not apply to your business, check the appropriate box in Part I (you must attach documentation to support your claim). If the Jury Service Program applies to your business, complete Part II to certify compliance with the Program. Whether you complete Part I or Part II, sign and date this form.

Part I: Jury Service Program Is Not Applicable to My Business

My business does not meet the definition of "contractor," as defined in the Program as it has not received an aggregate sum of \$50,000 or more in any 12-month period under one or more County contracts or subcontracts (this exception is not available if the contract/purchase order itself will exceed \$50,000). I understand that the exception will be lost and I must comply with the Program if my revenues from the County exceed an aggregate sum of \$50,000 in any 12-month period.

My business is a small business as defined in the Program. It 1) has ten or fewer employees; and, 2) has annual gross revenues in the preceding twelve months which, if added to the annual amount of this contract, are \$500,000 or less; and, 3) is not an affiliate or subsidiary of a business dominant in its field of operation, as defined below. I understand that the exemption will be lost and I must comply with the Program if the number of employees in my business and my gross annual revenues exceed the above limits.

"Dominant in its field of operation" means having more than ten employees, including full-time and part-time employees, and annual gross revenues in the preceding twelve months, which, if added to the annual amount of the contract awarded, exceed \$500,000.

"Affiliate or subsidiary of a business dominant in its field of operation" means a business which is at least 20 percent owned by a business dominant in its field of operation, or by partners, officers, directors, majority stockholders, or their equivalent, of a business dominant in that field of operation.

My business is subject to a Collective Bargaining Agreement that expressly provides that it supersedes all provisions of the Program. **ATTACH THE AGREEMENT.**

Part II: Certification of Compliance

My business has and adheres to a written policy that provides, on an annual basis, no less than five days of regular pay for actual jury service for full-time employees of the business who are also California residents, or my company will have and adhere to such a policy prior to award of the contract.

I declare under penalty of perjury under the laws of the State of California that the information stated above is true and correct.

Print Name: Alan Mudge	Title: General Manager
Signature: 	Date: November 15, 2012

CONTRACTOR'S INDUSTRIAL SAFETY RECORD

MAINTENANCE PROGRAM FOR NONADVERTISING BUS STOP AMENITIES-NORTH COUNTY (2012-PA046)

PROPOSED CONTRACT FOR:

SERVICE BY PROPOSER BUS STOP SHELTER, BENCH & TRASH RECEPTACLE MAINTENANCE, & TRASH COLLECTION

PROPOSAL DATE November 19, 2012

This information must include all work undertaken in the State of California by the proposer and any partnership, joint venture, or corporation that any principal the proposer participated in as a principal or owner for the last five calendar years and the current calendar year prior to the date of proposal submittal. Separate information shall be submitted for each particular partnership, joint venture, corporate, or individual proposer. The proposer may attach any additional, informal or explanation of date which the proposer would like taken into consideration in evaluating the safety record. An explanation must be attached to the circumstance surrounding any and all fatalities

Note: ShelterClean Services, Inc. is a newly incorporated company after an asset purchase sale in January 2012. The company, albeit with original employees and management, has no previous statistics under new corporation.

5 CALENDAR YEARS PRIOR TO CURRENT YEAR

	2007	2008	2009	2010	2011	Total	Current Year to Date
1 Number of contracts							12
2 Total dollar amount of Contracts (in thousands of dollars)							\$5,200
3 Number of fatalities							0
4 Number of lost workday cases							2
5 Number of lost workday cases involving permanent transfer to another job or termination of employment							0
6 Number of lost workdays							47

The above information was compiled from the records that are available to me at this time, and I declare under penalty of perjury that the information is true or accurate within the limitations of those records.

Allen Muder

Name of Proposer or Authorized Agent (print)

Allen Muder

Signature

11-18-12

Date

CONFLICT OF INTEREST CERTIFICATION

I, Alan Mudge

- sole owner
- general partner
- managing member General Manager
- President, Secretary, or other proper title) _____

of ShelterCLEAN Services, Inc
Name of proposer

make this certification in support of a proposal for a contract with the County of Los Angeles for services within the scope of Los Angeles County Code Section 2.180.010, which provides as follows:

Contracts Prohibited. A. Notwithstanding any other section of this code, the county shall not contract with, and shall reject any bid or proposal submitted by, the persons or entities specified below, unless the board of supervisors finds that special circumstances exist which justify the approval of such contract.

1. Employees of the county or of public agencies for which the board of supervisors is the governing body;
2. Profit-making firms or businesses in which employees described in subdivision 1 of subsection A serve as officers, principals, partners, or major shareholders;
3. Persons who, within the immediately preceding 12 months, came within the provisions of subdivision 1 of subsection A, and who:
 - (a) Were employed in positions of substantial responsibility in the area of service to be performed by the contract; or
 - (b) Participated in any way in developing the contract of its service specifications; and
4. Profit-making firms or businesses in which the former employees described in subdivision 3 of subsection A, serve as officers, principals, partners, or major shareholders.

I hereby certify I am informed and believe that personnel who developed and/or participated in the preparation of this contract do not fall within scope of the Los Angeles County Code Section 2.180.010 as cited above. Furthermore, that no County employee whose position in the County enables him/her to influence the award of this contract, or any competing contract, and no spouse or economic dependent of such employee is or shall be employed in any capacity by the Contractor herein, or has or shall have any direct or indirect financial interest in this contract. I understand and agree that any falsification in this Certificate will be grounds for rejection of this Proposal and cancellation of any contract awarded pursuant to this Proposal.

I certify under penalty of perjury under the laws of California that the foregoing is true and correct.

Signed  Date 11-13-12

PROPOSER'S REFERENCE LIST

PROPOSER NAME: ShelterClean Services, Inc.

PROPOSED CONTRACT FOR: MAINT PROGRAM FOR NONAD BUS STOP AMENITIES-NORTH CO 2012-PA046

Provide a comprehensive reference list of all contracts for goods and/or services provided by the Proposer during the previous three years. Please verify all contact names, telephone and fax numbers, and e-mail addresses before listing. Incorrect names, telephone and/or fax numbers, or e-mail addresses will be disregarded. Use additional pages if required.

A. COUNTY OF LOS ANGELES AGENCIES

All contracts with the County during the previous three years must be listed.

SERVICE: CONTRACT#74399	SERVICE DATES: 3/18/03-2/28/08
DEPT/DISTRICT: LA COUNTY PUBLIC WORKS-TRANSIT	
CONTACT: FRED WONG	
TELEPHONE: 626.458.3907	
FAX: 626.979.5313	
E-MAIL: fwong@ladpw.org	

SERVICE: CONTRACT#76721	SERVICE DATES: 11/1/08-PRESENT
DEPT/DISTRICT: LA COUNTY PUBLIC WORKS-TRANSIT	
CONTACT: William Yan	
TELEPHONE: 626.458.3961	
FAX: 626.979.5313	
E-MAIL: wyan@ladpw.org	

SERVICE: CONTRACT #75964	SERVICE DATES: 1/1/07-6/30/10
DEPT/DISTRICT: LA COUNTY PUBLIC WORKS-ROAD MAINT	
CONTACT: JASON SIMMONS	
TELEPHONE: 562.869.1176	
FAX: 562.862.3718	
E-MAIL: jsimmons@ladpw.org	

SERVICE: CONTRACT #75695	SERVICE DATES: 1/1/07-1/31/2012
DEPT/DISTRICT: LA COUNTY PUBLIC WORKS-ROAD MAINT D-3	
CONTACT: BOB GYSEL	
TELEPHONE: 310.348.6448 EXT 227	
FAX: 310.649.0402	
E-MAIL: bgysel@ladpw.org	

B. OTHER GOVERNMENTAL AGENCIES AND PRIVATE COMPANIES

SERVICE: Bus Shelter Maint	SERVICE DATES: 5/1/89-Present
AGENCY/FIRM: CBS/DECAUX, LLC	
ADDRESS: 1150 S. OLIVE ST, ST. 450, LOS ANGELES, CA 90015	
CONTACT: FRANCOIS NION	
TELEPHONE: 213.608.0910	
FAX: 213.608.0901	
E-MAIL: francois.nion@cbsdecaux.com	

SERVICE: Bus Stop Maint	SERVICE DATES: 12/1/94-PRESENT
AGENCY/FIRM: OCTA	
ADDRESS: 550 S. MAIN ST., 4 TH FL., ORANGE, CA 92613	
CONTACT: BILL BATORY	
TELEPHONE: 714.560.5912	
FAX: 714.560.5391	
E-MAIL: bbatory@octa.net	

SERVICE: Bus Shelter/Bench Maint	SERVICE DATES: 8/1/04-Present
AGENCY/FIRM: CITY OF LAKE FOREST	
ADDRESS: 25550 COMMERCENTRE DR, ST 100, LAKE FOREST	
CONTACT: LUIS ESTEVEZ	
TELEPHONE: 949.461.3480	
FAX: 949.461.3511	
E-MAIL: lestevez@ci.lake-forest.ca.us	

SERVICE: Bus Shelter Maintenance	SERVICE DATES: 6/2004-Present
AGENCY/FIRM: CITY OF IRWINDALE	
ADDRESS: 16102 E. ARROW HWY, IRWINDALE, CA 91706	
CONTACT: EDGAR ROJAS	
TELEPHONE: 626.430.2210	
FAX: 626.430.2295	
E-MAIL: edgarr@ci.irwindale.ca.us	

PROPOSER'S EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATION

Proposer's Name	ShelterCLEAN Services, Inc
Address	11065 Penrose Street, Sun Valley, CA 91352
Internal Revenue Service Employer Identification Number	45-4102187

In accordance with Los Angeles County Code Section 4.32.010, the Proposer certifies and agrees that all persons employed by it, its affiliates, subsidiaries, or holding companies are and will be treated equally by the firm without regard to or because of race, religion, ancestry, national origin, or sex and in compliance with all anti-discrimination laws of the United States of America and the State of California.

1.	The proposer has a written policy statement prohibiting any discrimination in all phases of employment.	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	The proposer periodically conducts a self- analysis or utilization analysis of its work force.	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	The proposer has a system for determining if its employment practices are discriminatory against protected groups.	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	Where problem areas are identified in employment practices, the proposer has a system for taking reasonable corrective action to include establishment of goals and timetables.	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

Proposer	ShelterCLEAN Services, Inc	
Authorized representative	Alan Mudge	
Signature		Date November 15, 2012

County of Los Angeles
Request for Local Small Business Enterprise (SBE) Preference Program Consideration and
CBE Firm/Organization Information Form

All proposers responding to the Request for Proposals must complete and return this form for proper consideration of the proposal.

FIRM NAME ShelterCLEAN Services, Inc

My County (WebVen) Vendor Number: 11291601

I. LOCAL SMALL BUSINESS ENTERPRISE PREFERENCE PROGRAM:

- As Local SBE certified by the County of Los Angeles Office of Affirmative Action Compliance as of the date of this proposal/bid's submission. I request this proposal/bid be considered for the Local SBE Preference.
- Attached is a copy of Local SBE certification issued by the County.

II. FIRM/ORGANIZATION INFORMATION: The information requested below is for statistical purposes only. On final analysis and consideration of award, contractor/vendor will be selected without regard to race/ethnicity, color, religion, sex, national origin, age, sexual orientation or disability.

Business Structure:	<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Partnership	<input checked="" type="checkbox"/> XXX Corporation	<input type="checkbox"/> Nonprofit	<input type="checkbox"/> Franchise	
<input type="checkbox"/> Other (Please Specify):						
Total Number of Employees (including owners): Eighty-eight (88)						
Race/Ethnic Composition of Firm. Please distribute the above total number of individuals into the following categories:						
Race/Ethnic Composition	Owners/Partners/ Associate Partners		Managers		Staff	
	Male	Female	Male	Female	Male	Female
Black/African American						
Hispanic/Latino			4	3	54	18
Asian or Pacific Islander						
American Indian						
Filipino						
White	2		2		3	

III. PERCENTAGE OF OWNERSHIP IN FIRM: Please indicate by percentage (%) how ownership of the firm is distributed:

	Black/African American	Hispanic/Latino	Asian or Pacific Islander	American Indian	Filipino	White
Men	%	%	%	%	%	100%
Women	%	%	%	%	%	%

IV. CERTIFICATION AS MINORITY, WOMEN, DISADVANTAGED, AND DISABLED VETERAN BUSINESS ENTERPRISES: If your firm is currently certified as a minority, women, disadvantaged or disabled veteran owned business enterprise by a public agency, complete the following and attach a copy of your proof of certification. (Use back of form, if necessary.)

Agency Name	Minority	Women	Disadvantaged	Disabled Veteran	Expiration Date

V. DECLARATION: I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE ABOVE INFORMATION IS TRUE AND CORRECT.

Authorized Signature: 	Title: General Manager	Date: November 15, 2012
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GAIN and GROW EMPLOYMENT COMMITMENT

The undersigned:

has hired participants from the County's Department of Social Services' Greater Avenue for Independence (GAIN) and General Relief Opportunity for Work (GROW) employment programs.

OR

declares a willingness to consider GAIN and GROW participants for any future employment opening if participant(s) meet the minimum qualification for that opening, and

declares a willingness to provide employed GAIN and GROW participants access to proposer's employee mentoring program(s), if available, to assist those individuals in obtaining permanent employment and/or promotional opportunities.

Signature 	Title General manager
Firm Name ShelterCLEAN Services, Inc	Date November 15, 2012

**TRANSMITTAL FORM TO REQUEST AN RFP
SOLICITATION REQUIREMENTS REVIEW**

*A Solicitation Requirements Review must be received by the County
within 10 business days of issuance of the solicitation document*

Proposer Name: NOT APPLICABLE	Date of Request:
Project Title:	Project No.

A **Solicitation Requirements Review** is being requested because the Proposer asserts that they are being unfairly disadvantaged for the following reason(s): *(check all that apply)*

- Application of **Minimum Requirements**
- Application of **Evaluation Criteria**
- Application of **Business Requirements**
- Due to **unclear instructions**, the process may result in the County not receiving the best possible responses

I understand that this request must be received by the County within **10 business days** of issuance of the solicitation document.

For each area contested, Proposer must explain in detail the factual reasons for the requested review. *(Attach additional pages and supporting documentation as necessary.)*

Request submitted by:

(Name) *(Title)*

For County use only

Date Transmittal Received by County: _____	Date Solicitation Released: _____
Reviewed by: _____	
Results of Review - Comments: _____	

Date Response sent to Proposer: _____	

CHARITABLE CONTRIBUTIONS CERTIFICATION

Company Name

ShelterClean Services, Inc.

Address

11065 Penrose Street, Sun Valley, California 91352

Internal Revenue Service Employer Identification Number

45-4102187

California Registry of Charitable Trusts "CT" number (if applicable)

The Nonprofit Integrity Act (SB 1262, Chapter 919) added requirements to California's Supervision of Trustees and Fundraisers for Charitable Purposes Act, which regulates those receiving and raising charitable contributions.

CERTIFICATION

YES

NO

Proposer or Contractor has examined its activities and determined that it does not now receive or raise charitable contributions regulated under California's Supervision of Trustees and Fundraisers for Charitable Purposes Act. If Proposer engages in activities subjecting it to those laws during the term of a County contract, it will timely comply with them and provide County a copy of its initial registration with the California State Attorney General's Registry of Charitable Trusts when filed.

(XX)

()

OR

Proposer or Contractor is registered with the California Registry of Charitable Trusts under the CT number listed above and is in compliance with its registration and reporting requirements under California law. Attached is a copy of its most recent filing with the Registry of Charitable Trusts as required by Title 11 California Code of Regulations, sections 300-301 and Government Code sections 12585-12586.

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11-18-12

Signature

Date

Alan Mudge, General manager

Name and Title (please type or print)

TRANSITIONAL JOB OPPORTUNITIES PREFERENCE APPLICATION

COMPANY NAME: ShelterClean Services, Inc.		
COMPANY ADDRESS: 11065 Penrose Street,		
CITY: Sun Valley,	STATE: California	ZIP CODE: 91352

I am not requesting consideration under the County's Transitional Job Opportunities Preference Program.

I hereby certify that I meet all the requirements for this program:

- My business is a non-profit corporation qualified under Internal Revenue Services Code - Section 501(c)(3) and has been such for three years (*attach IRS Determination Letter*);
- I have submitted my three most recent annual tax returns with my application;
- I have been in operation for at least one year providing transitional job and related supportive services to program participants; and
- I have submitted a profile of our program; including a description of its components designed to help the program participants, number of past program participants and any other information requested by the contracting department.

I declare under penalty of perjury under the laws of the State of California that the information herein is true and correct.

PRINT NAME: Alan Mudge	TITLE: General Manager
SIGNATURE: 	DATE: 11/18/12

REVIEWED BY COUNTY:

SIGNATURE OF REVIEWER	APPROVED	DISAPPROVED	DATE

PROPOSER'S LIST OF TERMINATED CONTRACTS

PROPOSER'S NAME: ShelterCLEAN Service, Inc

Proposer has not had any contracts terminated in the past three years.

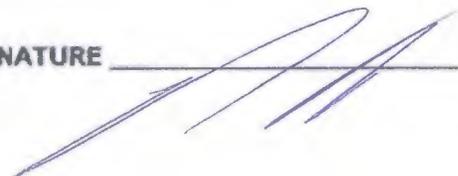
Proposer must list all contracts that have been terminated within the past three years. Terminated contracts are those contracts terminated by an agency or firm before the contract's expiration date.

SERVICE:	TERMINATING DATE:
NAME OF TERMINATING FIRM	
ADDRESS OF FIRM	
CONTACT PERSON:	
TELEPHONE:	
FAX:	
E-MAIL:	

SERVICE:	TERMINATING DATE:
NAME OF TERMINATING FIRM	
ADDRESS OF FIRM	
CONTACT PERSON:	
TELEPHONE:	
FAX:	
E-MAIL:	

SERVICE:	TERMINATING DATE:
NAME OF TERMINATING FIRM	
ADDRESS OF FIRM	
CONTACT PERSON:	
TELEPHONE:	
FAX:	
E-MAIL:	

SERVICE:	TERMINATING DATE:
NAME OF TERMINATING FIRM	
ADDRESS OF FIRM	
CONTACT PERSON:	
TELEPHONE:	
FAX:	
E-MAIL:	

SIGNATURE 

DATE: November 15, 2012

PROPOSER'S PENDING LITIGATIONS AND JUDGMENTS

Proposer's Name: ShelterCLEAN Service, Inc

XXX [X] Proposer and/or principals are not currently involved in any pending litigation; are not aware of any threatened litigation where they would be a party, and have not had any judgments entered against them within the last five years as of the date of proposal submission.

Proposer and/or principals of the Proposer must list below (use additional pages if necessary) all pending litigation, threatened litigation, and/or any judgments entered against them within the last five years as of the date of proposal submission.

A. [] Pending Litigation [] Threatened Litigation [] Judgment (check one)

- 1. Against [] Proposer; [] Principal; [] Both (check as appropriate)
2. Name of Litigation/Judgment:
3. Case Number:
4. Court of Jurisdiction:
5. Please provide a statement describing the size and scope of the pending/threatened litigation or judgment (use additional page if necessary):

Four horizontal lines for providing details for item A.

B. [] Pending Litigation [] Threatened Litigation [] Judgment (check one)

- 1. Against [] Proposer; [] Principal; [] Both (check as appropriate)
2. Name of Litigation/Judgment:
3. Case Number:
4. Court of Jurisdiction:
5. Please provide a statement describing the size and scope of the pending/threatened litigation or judgment (use additional page if necessary):

Four horizontal lines for providing details for item B.

Signature of Proposer: [Handwritten Signature] Date: 11/16/12

**MAINTENANCE PROGRAM FOR NONADVERTISING BUS STOP AMENITIES – NORTH COUNTY
(2012-PA046)**

PROPOSER'S INSURANCE COMPLIANCE AFFIRMATION

ShelterCLEAN Services, Inc

Proposer's Name

11065 Penrose Street, Sun Valley, CA 91352

Address

- If awarded the contract: Proposer will comply with the insurance coverage provisions set forth in Exhibit B, Section 5, Indemnification and Insurance Requirements of this Request for Proposals, and Proposer will procure, maintain, and provide the County with proof of insurance coverage in the coverage amounts and types specified in Exhibit B, Section 5 throughout the entire term of the proposed contract, without interruption or break in coverage.
- If you check this box, your proposal will be determined nonresponsive and your proposal will be disqualified. Proposer will not comply with the insurance coverage provisions set forth in Exhibit B, Section 5, Indemnification and Insurance Requirements of this Request for Proposals, and Proposer will not procure, maintain, and provide the County with proof of insurance coverage in the coverage amounts and types specified in Exhibit B, Section 5 throughout the entire term of the proposed contract, without interruption or break in coverage.

Signature of Proposer: _____

Date: 11/16/12

**CERTIFICATION OF COMPLIANCE WITH THE COUNTY'S
DEFAULTED PROPERTY TAX REDUCTION PROGRAM**

The Proposer certifies that: ShelterCLEAN Services, Inc

It is familiar with the terms of the County of Los Angeles Defaulted Property Tax Reduction Program, Los Angeles County Code Chapter 2.206; **AND**

To the best of its knowledge, after a reasonable inquiry, the Proposer/Bidder/Contractor is not in default, as that term is defined in Los Angeles County Code Section 2.206.020.E, on any Los Angeles County property tax obligation; **AND**

The Proposer/Bidder/Contractor agrees to comply with the County's Defaulted Property Tax Reduction Program during the term of any awarded contract.

-OR-

I am exempt from the County of Los Angeles Defaulted Property Tax Reduction Program, pursuant to Los Angeles County Code Section 2.206.060, for the following reason:

I declare under penalty of perjury under the laws of the State of California that the information stated above is true and correct.

Print Name: PERRY ELNE	Title: PRESIDENT/CEO
Signature: 	Date: 11/16/12

**STATEMENT OF EQUIPMENT FORM
FOR
MAINTENANCE PROGRAM FOR NONADVERTISING BUS STOP AMENITIES – NORTH COUNTY (2012-PA046)**

PROPOSER'S NAME: ShelterClean Services, Inc.
 ADDRESS: 11065 Penrose St., Sun Valley, CA 91352
 TELEPHONE: 818.767.9162

STATE BELOW THE INFORMATION FOR ALL EQUIPMENT AVAILABLE

Please list one (1) item per line; DO NOT submit an equipment list in your own format. This form may be reproduced in order to list all equipment

TYPE OF EQUIPMENT	MAKE OF EQUIPMENT	MODEL	YEAR	SERIAL NUMBER	CONDITION OF EQUIPMENT	OPERATIONAL/ NON-OPERATIONAL	LOCATION
Pickup truck	Ford	F250	1998	1FTRF27LXXKA31949	Fair	Operational	Signal Hill
Pickup truck	Ford	F250	2001	1FTNF20L11EA67317	Satisfactory	Operational	Signal Hill
Pickup truck	Ford	F150	2004	2FTRF17214CA42730	Satisfactory	Operational	Signal Hill
Pickup truck	Ford	Ranger	2004	1FTYR10U74PB04967	Satisfactory	Operational	Signal Hill
Pickup truck	Ford	F150	2004	2FTRF17254CA59191	Satisfactory	Operational	Signal Hill
Pickup truck	Ford	F150	2004	2FTRF17224CA36256	Satisfactory	Operational	Signal Hill
Pickup truck	Ford	F150	2006	1FTRF12216NA36916	Satisfactory	Operational	Signal Hill
Pickup truck	Ford	F150	2006	1FTRF12266NB55917	Satisfactory	Operational	Signal Hill
Pickup truck	Ford	F150	2007	1FTRF12257KA94286	Satisfactory	Operational	Signal Hill
Pickup truck	Ford	F150	2007	1FTRF122X7KB11826	Satisfactory	Operational	Signal Hill
Pickup truck	Ford	F150	2007	1FTRF12257KB62117	Satisfactory	Operational	Signal Hill
Pickup truck	Ford	F150	2009	1FTRF12W39KA90582	Good	Operational	Signal Hill
*Pickup truck	Ford	Ranger	2003	1FTYR10U63PA79441	Satisfactory	Operational	Sun Valley
*Pickup truck	Ford	Ranger	2004	1FTYR10U54PB15837	Satisfactory	Operational	Sun Valley
Diesel Flat Bed w/pressure wash machine, tank, vacuum	Ford	F550	2004	1FDAF56R38EA19118	Excellent	Operational	Sun Valley
Diesel Flat Bed w/pressure wash machine, tank, vacuum	Ford	F450	2001	1FDXF46F11EA34528	Satisfactory	Operational	Signal Hill

*These vehicles will be added to Waste collection Permit upon award of contract. All others listed, except for pressure washed equipped trucks, are currently on Waste Collection Permit.

**MAINTENANCE PROGRAM FOR NONADVERTISING
BUS STOP AMENITIES – NORTH COUNTY (2012-PA046)
PROPOSER'S COMPLIANCE WITH THE MINIMUM REQUIREMENTS OF THE RFP**

PROPOSER MUST CHECK A BOX IN EVERY SECTION

At the time of proposal submission, Proposer must meet the following minimum requirements:

- The Proposer or its managing employee must have a minimum of five years of experience performing the type of services solicited.

Yes. Proposer does meet the experience requirement stated above as shown below. (In addition to responding on this form, as specified in Part I, Section 2.A.5, Experience, please provide a detailed narrative in your proposal to support this minimum mandatory requirement in order to provide for a meaningful evaluation).

Proposer/Managing Employee	Years of Experience	Details
Alan Mudge	32	Began as route cleaner in 1980, worked up through ranks doing repairs, installs, promoted to VP/GM 1990

No. Proposer does not meet the experience requirement stated above. **If you check this box, your proposal will be immediately disqualified as nonresponsive.**

I declare under penalty of perjury that the above information is true and accurate.

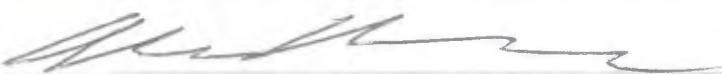
Proposer's Name:	ShelterClean Services, Inc.	
Address:	11065 Penrose Street, Sun Valley, CA 91352	
Authorized representative:	Alan Mudge	
Signature:		Date: 11-13-19

CONTRACTOR'S CERTIFICATIONS AND LICENSE INFORMATION

All Contractors must be properly licensed under the laws of the State of California for the type of service that they are to perform. ALL LICENSE/CERTIFICATIONS MUST BE LISTED HEREIN FOR THE PROPOSER OR IF SPECIFIC TO INDIVIDUALS PLEASE IDENTIFY BY NAME. In addition to completing this form, please attach a copy of each certification and/or license. Failure to demonstrate compliance with the required licenses and/or certifications may result in rejection of the Proposal as nonresponsive.

License/Certification Name	Name on Certification	License/Certification Number	Active Date	Expiration Date
<p>a) Proposer and/or Subcontractor(s), if any, must have one of the following:</p> <ul style="list-style-type: none"> o A valid and active State of California General Engineering Contractor's License Class A. o A valid and active State of California General Building Contractor Class B. o A valid and active State of California Limited Specialty Classification C-61 (D34) Prefabricated Equipment Contractor's License. 	<p>Alan Mudge RME Lonnie Fine, CEO Perry Fine, Pres. Stephen LoBasso, CFO</p>	<p>970796 D34/D38/D42</p>	<p>3/12/2012</p>	<p>3/31/2014</p>
<p>b) Proposer must possess the required valid Waste Collector Permit naming the Proposer as the permittee or a copy of the application for a Waste Collector Permit naming the Proposer as the permittee issued by the County Department of Public Health at the time of proposal submission. (Proposer only – no subcontractors allowed to meet this requirement)</p>	<p>ShelterClean Services, Inc.</p>	<p>S0615</p>	<p>7/23/2012</p>	<p>12/31/2012</p>

The above information was compiled from the records that are available to me at this time, and I declare under penalty of perjury that the information is true and accurate within the limitations of those records.

Proposer's Name:	ShelterClean Services, Inc.		
Address:	11065 Penrose Street, Sun Valley, CA 91352		
Authorized representative:	Alan Mudge		
Signature			Date: 11-13-19

LOS ANGELES COUNTY CODE

Title 2 ADMINISTRATION

Chapter 2.201 Living Wage Program

2.201.010 Findings.

The board of supervisors finds that the county of Los Angeles is the principal provider of social and health services within the county, especially to persons who are compelled to turn to the county for such services. Employers' failure to pay a living wage to their employees causes them to use such services thereby placing an additional burden on the county of Los Angeles.

2.201.20 Definitions.

The general definitions contained in Chapter 2.02 shall be applicable to this chapter unless inconsistent with the following definitions:

- A. "County" includes the county of Los Angeles, any county officer or body, any county department head, and any county employee authorized to enter into a Proposition A contract or a cafeteria services contract with an employer.
- B. "Employee" means any individual who is an employee of an employer under the laws of California, and who is providing full time services to an employer, some or all of which are provided to the county of Los Angeles under a Proposition A contract, or under a cafeteria services contract at a county of Los Angeles owned or leased facility.
- C. "Employer" means:
 - 1. An individual or entity who has a contract with the county:
 - a. For services which is required to be more economical or feasible under Section 44.7 of the Charter of the county of Los Angeles, and is not listed as an excluded contract in Section 2.121.250 B of the Los Angeles County Code, referred to in this chapter as a "Proposition A contract," or
 - b. For cafeteria services, referred to in this chapter as a "cafeteria services contract," and
 - c. Who has received or will receive an aggregate sum of \$25,000.00 or more in any 12 month period under one or more Proposition A contracts and/or one or more cafeteria services contracts; or
 - 2. An individual or entity that enters into a subcontract with an employer, as defined in subsection C1 and who employs employees to provide services under the employer's contract with the county.
- D. "Full time" means a minimum 40 hours worked per week, or a lesser number of hours, if the lesser number is a recognized industry standard and is approved as such by the chief executive officer, but in no event less than 35 hours worked per week.

- E. "Proposition A contract" means a contract governed by Title 2, Section 2.121.250 et. Seq. of this code, entitled Contracting with Private Business.

2.201.30 Prospective effect.

This chapter shall be applicable to Proposition A contracts and cafeteria services contracts and their amendments the terms of which commence three months or more after the effective date of this chapter.* It shall not be applicable to Proposition A contracts or cafeteria services contracts or their amendments in effect before this chapter becomes applicable.

*Editor's note: Effective three months after the effective date of the Ordinance approval.

2.201.040 Payment of living wage.

- A. Employers shall pay employees a living wage for their services provided to the county of no less than the hourly rates set under this chapter. The rates shall be \$9.64 per hour with health benefits, or \$11.84 per hour without health benefits.
- B. To qualify for the living wage rate with health benefits, an employer shall pay at least \$2.20 per hour towards the provision of bona fide health care benefits for each employee and any dependents during the term of a Proposition A contract or a cafeteria services contract. Proof of the provision of such benefits must be submitted to the county for evaluation during the procurement process to qualify for the lower living wage rate in subsection A of this section. Employers who provide health care benefits to employees through the county department of health services community health plan are deemed to have qualified for the lower living wage rate in subsection A of this section.
- C. The board of supervisors may, from time to time, adjust the amounts specified in subsections A and B of this section above for future contracts. Any adjustments to the living wage rate specified in subsection A and B that are adopted by the board of supervisors shall be applicable to Proposition A contracts and cafeteria services contracts and their amendments which become effective three months or more after the effective date of the ordinance that adjusts the living wage rate.

2.201.050 Other provisions.

- A. Full Time Employees. An employer shall assign and use full time employees to provide services under a Proposition A contract or a cafeteria services contract, unless the employer can demonstrate to the county the necessity to use non-full time employees based on staffing efficiency or the county requirements of an individual job.
- B. Neutrality in Labor Relations. An employer shall not use any consideration received under a Proposition A contract or a cafeteria services contract to hinder, or to further, organization of, or collective bargaining activities by or on behalf of an employer's employees, except that this restriction shall not apply to any expenditure made in the course of good faith collective bargaining, or to any expenditure pursuant to obligations incurred under a bona fide collective bargaining agreement, or which would otherwise be permitted under the provisions of the National Labor Relations Act.
- C. Administration. The chief executive officer shall be responsible for the administration of this chapter. The chief executive officer may, with the advice of county counsel, issue interpretations of the provisions of this chapter. The chief executive officer in conjunction with the affirmative action compliance officer shall issue written instructions on the implementation and on-going administration of this Chapter. Such instructions

may provide for the delegation of functions to other county departments.

- D. Compliance Certification. An employer shall, during the term of a Proposition A contract, or a cafeteria services contract, report for each employee and certify the hours worked, wages paid, and amounts the employer paid for health benefits, and provide other information deemed relevant to the enforcement of this chapter by the county. Such reports shall be made at the times and in the manner set forth in instructions issued by the chief executive officer in conjunction with the affirmative action compliance officer. The affirmative action compliance officer in conjunction with the chief executive officer shall report annually to the board of supervisors on contractor compliance with the provisions of this chapter.
- E. Contractor Standards. An employer shall demonstrate during the procurement process and for the duration of a Proposition A contract or a cafeteria services contract a history of business stability, integrity in employee relations, and the financial ability to pay a living wage. (Ordinance No. 99-0048 § 1 (part), 1999.)

2.201.60 Employer retaliation prohibited.

No employer shall take an adverse action causing a loss of any benefit of employment, of any contract benefit, or any statutory benefit to any employee, person, or other entity, who has reported a violation of this chapter to the board of supervisors or to one or more of their offices, to the county chief executive officer, or to the county auditor/controller, or to the county department administering the Proposition A contract or cafeteria services contract. (Ordinance No. 99-0048 § 1 (part), 1999.)

2.201.70 Employee retention rights.

In the event that any Proposition A contract or cafeteria service contract is terminated by the county prior to its expiration, any new contract with a subsequent employer for such services shall provide for the employment of the predecessor employer's employees as provided in this section.

- A. A "retention employee" is an employee of a predecessor employer:
1. Who is not an exempt employee under the minimum wage and maximum hour exemptions defined in the federal Fair Labor Standards Act;
 2. Who has been employed by an employer under a predecessor Proposition A contract or a predecessor cafeteria services contract for at least six months prior to the date of a new contract; and
 3. Who is or will be terminated from his or her employment as a result of the county entering into a new contract.
- B. Subsequent employers shall offer employment to all retention employees who are qualified for such jobs.
- C. A subsequent employer is not required to hire a retention employee who:
1. Has been convicted of a crime related to the job or his or her job performance; or
 2. Fails to meet any other county requirement for employees of a contractor.

- D. A subsequent employer may not terminate a retention employee for the first 90 days of employment under a new contract, except for cause. Thereafter a subsequent employer may retain a retention employee on the same terms and conditions as the subsequent employer's other employees. (Ordinance No. 99-0048 § 1 (part), 1999.)

2.201.80 Enforcement and Remedies.

For violation of any of the provisions of this chapter:

- A. An employee may bring an action in the courts of the state of California for damages caused by an employer's violation of this chapter.
- B. The county department head responsible for administering a Proposition A contract or a cafeteria services contract may do one or more of the following in accordance with such instructions as may be issued by the chief executive officer:
1. Assess liquidated damages as provided in the contract; and/or
 2. Recommend to the board of supervisors the termination of the contract; and/or
 3. Recommend to the board of supervisors that an Employer be barred from award of future county contracts for a period of time consistent with the seriousness of the employer's violation of this chapter, in accordance with Section 2.202.040 of this code.

2.201.090 Exceptions.

- A. Other Laws. This chapter shall not be interpreted or applied to any employer or to any employee in a manner inconsistent with United States or California laws.
- B. Collective Bargaining Agreements. Any provision of this chapter shall be superseded by a collective bargaining agreement that expressly so provides.
- C. This chapter shall not be applied to any employer which is a nonprofit corporation qualified under Section 501(c)(3) of the Internal Revenue Code.
- D. Small Businesses. This chapter shall not be applied to any employer which is a business entity organized for profit, including but not limited to any individual, partnership, corporation, joint venture, association or cooperative, which entity:
1. Is not an affiliate or subsidiary of a business dominant in its field of operation; and
 2. Has 20 or fewer employees during the contract period, including full time and part time employees; and
 3. Does not have annual gross revenues in the preceding fiscal year which if added to the annual amount of the contract awarded exceed \$1,000,000.00; or
 4. If the business is a technical or professional service, does not have annual gross revenues in the preceding fiscal year which if added to the annual amount of the contract awarded exceed \$2,500,000.00.

"Dominant in its field of operation" means having more than 20 employees, including full time

and part time employees, and more than \$1,000,000.00 in annual gross revenues or \$2,500,000.00 in annual gross revenues if a technical or professional service.

"Affiliate or subsidiary of a business dominant in its field of operation" means a business which is at least 20 percent owned by a business dominant in its field of operation, or by partners, officers, directors, majority stockholders, or their equivalent, of a business dominant in that field of operation. (Ordinance No. 99-0055 § 1, 1999; Ordinance No. 99-0048 § 1 (part), 1999.)

2.201.100 Severability. If any provision of this chapter is found invalid by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect. (Ordinance No. 99-0048 § 1 (part), 1999.)

*Editor's note: Ordinance 99-0048, which enacted Chapter 2.201, is effective on July 22, 1999.

**COUNTY OF LOS ANGELES LIVING WAGE PROGRAM
APPLICATION FOR EXEMPTION**

The contract to be awarded pursuant to the RFP is subject to the County of Los Angeles Living Wage Program (Program) (Los Angeles County Code, Chapter 2.201). Contractors and subcontractors may apply individually for consideration for an exemption from the Program. **To apply, complete and submit this form to Public Works seven days prior to the due date for proposals.** Upon review of the submitted Application for Exemption, Public Works will determine, in its sole discretion, whether the contractor and/or subcontractor is/are exempt from the Program.

Company Name: ShelterCLEAN Services, Inc			
Company Address: 11065 Penrose Street			
City: Sun Valley		State: CA	Zip Code: 91352
Telephone Number:	Facsimile Number:	Email Address:	
Awarding Department:			Contract Term:
Type of Service:			
Contract Dollar Amount:			Contract Number (if any):

I am requesting an exemption from the Program for the following reason(s) (attach to this form all documentation that supports your claim and **SUBMIT SEVEN DAYS PRIOR TO THE DEADLINE FOR SUBMISSION OF PROPOSALS TO PUBLIC WORKS OR FAX TO (626) 458-4194** :

- My business is a nonprofit corporation qualified under Internal Revenue Code Section 501(c)(3) (you must attach the IRS Determination Letter).
- My business is a Small Business (as defined in the Living Wage Ordinance--you must attach your company's two most recent tax year returns and last state payroll tax return) which is not an affiliate or subsidiary of a business dominant in its field of operation AND during the contract period will have 20 or fewer full- and part-time employees; AND
 - Has less than \$1 million in annual gross revenues in the preceding fiscal year including the proposed contract amount; OR
 - Is a technical or professional service that has less than \$2.5 million in annual gross revenues in the preceding fiscal year including the proposed contract amount.
- My business has received an aggregate sum of less than \$25,000 during the preceding 12 months under one or more Proposition A contracts and/or cafeteria services contracts, including the proposed contract amount.

FORM LW-2 - APPLICATION FOR EXEMPTION (continued)

- My business is subject to a bona fide Collective Bargaining Agreement (*you must attach the agreement*); AND
- the Collective Bargaining Agreement expressly provides that it supersedes all of the provisions of the Living Wage Program; OR
- the Collective Bargaining Agreement expressly provides that it supersedes the following specific provisions of the Living Wage Program (I will comply with all provisions of the Living Wage Program not expressly superseded by my business - Collective Bargaining Agreement):

I declare under penalty of perjury under the laws of the State of California that the information herein is true and correct.

APPLICATION FOR EXEMPTION WILL NOT APPLY TO OUR COMPANY

PRINT NAME: <i>PERRY FINE</i>	TITLE: <i>PRESIDENT / CEO</i>
SIGNATURE: 	DATE: <i>11/16/12</i>

Additional Information

The additional information requested below is for information purposes only. It is not required for consideration of this Application for Exemption. The County will not consider or evaluate the information provided below by Contractor, in any way whatsoever, when recommending selection or award of a contract to the Board of Supervisors.

- Either the contractor or the employees' collective bargaining unit have a bona fide health care benefit plan for those employees who will be providing services to the County under the contract.

Health Plan Company Name(s): _____

Company Insurance Group Number(s): _____

Health Premium Amount Paid by Employer: _____

Health Premium Amount Paid by Employee: _____

Health Benefit(s) Payment Schedule:

Monthly Quarterly Bi-Annual

Annually Other (Specify): _____

- Neither the contractor nor the employees' collective bargaining unit have a bona fide health care benefit plan for those employees who will be providing services to the County under the contract.

COUNTY OF LOS ANGELES
LIVING WAGE ORDINANCE

Contractor Living Wage Declaration

The contract to be awarded pursuant to the Request for Proposals (RFP) is subject to the County of Los Angeles Living Wage Ordinance (Program). You must declare your intent to comply with the Program.

If you believe that you are exempt from the Program, please complete the Application for Exemption form and submit it, as instructed in the RFP, to Public Works before the deadline to submit proposals.

If you are not exempt from the Program, please check the option that best describes your intention to comply with Program.

I do not have a bona fide health care benefit plan for those employees who will be providing services to the County under the contract. I will pay an hourly wage of not less than \$11.84 per hour per employee.

XXX

I do have a bona fide health care benefit plan for those employees who will be providing services to the County under the contract but will pay into the plan less than \$2.20 per hour per employee. I will pay an hourly wage of not less than \$11.04 per hour per employee.

I do have a bona fide health care benefit plan for those employees who will be providing services to the County under the contract and will pay into the plan at least \$2.20 per hour per employee. I will pay an hourly wage of not less than \$9.64 per hour per employee.

Health Plan(s): Kaiser Permanente

Company Insurance Group Number: 275153

Health Benefit(s) Payment Schedule

Monthly

Quarterly

Bi-Annual

Annually

Other: Bi-weekly payroll deductions (Specify)

PLEASE PRINT COMPANY NAME: ShelterCLEAN Services, Inc	
I declare under penalty of perjury under the laws of the State of California that the above information is true and correct.	
SIGNATURE 	DATE 11-12-12
PLEASE PRINT NAME Alan Mudge	TITLE OR POSITION General Manager

COUNTY OF LOS ANGELES LIVING WAGE PROGRAM
ACKNOWLEDGMENT AND STATEMENT OF COMPLIANCE

The undersigned individual is the owner or authorized agent of the business entity or organization (Firm) identified below and makes the following statements on behalf of his or her Firm. CHECK EACH APPLICABLE BOX.

LIVING WAGE ORDINANCE:

[X] I have read the County's Living Wage Ordinance (Los Angeles County Code Section 2.201.010 through 2.201.100), and understand that the Firm is subject to its terms.

CONTRACTOR NON-RESPONSIBILITY AND CONTRACTOR DEBARMENT ORDINANCE:

[X] I have read the provisions of the RFP describing the County's Determinations of Contractor Non-Responsibility and Contractor Debarment Ordinance (Los Angeles County Code Section 2.202.010 through 2.202.060), and understand that the Firm is subject to its terms.

LABOR LAW/PAYROLL VIOLATIONS :

A "Labor Law/Payroll Violation" includes violations of any Federal, State, or local statute, regulation, or ordinance pertaining to wages, hours, or working conditions such as minimum wage, prevailing wage, living wage, the Fair Labor Standards Act, employment of minors, or unlawful employment discrimination.

History of Alleged Labor Law/Payroll Violations (Check One):

- [X] The Firm HAS NOT been named in a complaint, claim, investigation or proceeding relating to a alleged Labor Law/Payroll Violation which involves an incident occurring within three years of the date of the proposal, OR
[] The Firm HAS been named in a complaint, claim, investigation, or proceeding relating to a alleged Labor Law/Payroll Violation which involves an incident occurring within three years of the date of the proposal. (I have attached to this form the required Labor/Payroll/Debarment History form with the pertinent information for each allegation.)

History of Determinations of Labor Law/Payroll Violations (Check One):

- [X] There HAS BEEN NO determination by a public entity within the three years of the date of the proposal that the Firm committed a Labor Law/Payroll Violation; OR
[] There HAS BEEN a determination by a public entity within the three years of the date of the proposal that the Firm committed a Labor/Payroll Violation. I have attached to this form the required Labor/Payroll/Debarment History form with the pertinent information for each violation (including each reporting entity name, case number, name and address of claimant, date of incident, date claim opened, and nature and disposition of each violation or finding) (The County may deduct points from the proposer's final evaluation score ranging from 1% to 20% of the total evaluation points available with the largest deductions occurring for undisclosed violations)

HISTORY OF DEBARMENT (Check one):

- [X] The Firm HAS NOT been debarred by any public entity during the past ten years, OR
[] The Firm HAS been debarred by a public entity within the past ten years. Provide the pertinent information (including each public entity's name and address, dates of disbarment, and nature of each debarment) on the attached Labor/Payroll/Debarment History form.

I declare under penalty of perjury under the laws of the State of California that the above is true, complete and correct.

Owner's/Agent's Authorized Signature

ShelterClean Services, Inc.
Print Name of Firm

PERRY FINE, PRESIDENT/CEO
Print Name and Title

11/16/12
Date

**COUNTY OF LOS ANGELES
LIVING WAGE PROGRAM
LABOR/PAYROLL/DEBARMENT HISTORY**

The Firm must complete and submit a separate form (make photocopies of form) for each instance of (check the applicable box below): *****Not Applicable*****

- An alleged claim, investigation, or proceeding relating to an alleged Labor Law/Payroll Violation for an incident occurring within the past three years of the date of the proposal.
- A determination by a public entity within three years of the date of the proposal that the Firm committed a Labor Law/Payroll Violation.
- A debarment by a public entity listed below within the past ten years.

Print Name of Firm: ShelterCLEAN Services, Inc	Print Name of Owner: Lonnie Fine/Perry Fine
Print Address of Firm: 11065 Penrose Street	Owner's/AGENT's Authorized Signature:
City, State, Zip Code: Sun Valley, CA 91352	Print Name and Title: Alan Mudge, General Manager

Public Entity Name	
Public Entity Address:	Street Address:
	City, State, Zip:
Case Number/Date Claim Opened:	Case Number:
	Date Claim Opened:
Name and Address of Claimant:	Name: 3
	Street Address:
	City, State, Zip:
Description of Work: (e.g., Janitorial)	
Description of Allegation and/or Violation:	
Disposition of Finding: (attach disposition letter) (e.g., Liquidated Damages, Penalties, Debarment, etc.)	

Additional Pages are attached for a total of _____ pages.

**REQUESTED INFORMATION ON THE
PROPOSER'S MEDICAL PLAN COVERAGE**

Proposer: ShelterClean Services, Inc.Name of Proposer's Health Plan: Kaiser Foundation HealthplanDate: November 15, 2012

(Please use a separate form for each health plan offered by the proposer to employees who will be working under this contract.)

ITEMS	DOES THE PLAN COVER? (YES) (NO)	WHAT DOES THE PROPOSER OR PROPOSER'S PLAN PAY?	LIST ANY CO-PAYMENTS AND/OR COMMENTS
Proposer's Health Plan Premium			
Employee only	<input checked="" type="checkbox"/> X <input type="checkbox"/> N	\$ 201.06 mo.	Employee pays 50% of mo. premium Employee pays 100% spouse only Employee pays 100% children only Employee pays 100% for family
Employee + 1 dependent	<input checked="" type="checkbox"/> X <input type="checkbox"/> N	\$ 709.89 mo.	
Employee + 2 dependents	<input checked="" type="checkbox"/> X <input type="checkbox"/> N	\$ 540.28 mo.	
Employee + 3 dependents	<input checked="" type="checkbox"/> X <input type="checkbox"/> N	\$ 1091.48 mo.	
Proposer's portion of above health premium payment			
Employee only	<input checked="" type="checkbox"/> X <input type="checkbox"/> N	\$ 201.06 mo.	
Employee + 1 dependent	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N X	\$ 0	
Employee + 2 dependents	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N X X	\$ 0	
Employee + 3 dependents	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N X	\$ 0	
Any Annual Deductible?			
Per Person	<input checked="" type="checkbox"/> X <input type="checkbox"/> N	\$ 1,000 per year	
Per Family	<input checked="" type="checkbox"/> X <input type="checkbox"/> N	\$ 2,000 per year	
Any Annual Maximum Employee Out-of-Pocket Expense?			
Per Person	<input checked="" type="checkbox"/> X <input type="checkbox"/> N	\$ 3,000 per year	
Per Family	<input checked="" type="checkbox"/> X <input type="checkbox"/> N	\$ 6,000 per year	
Any Lifetime Maximum?			
Per Person	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N X	\$	
Per Family	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N X	\$	
Ambulance coverage	<input checked="" type="checkbox"/> X <input type="checkbox"/> N	\$	\$150 per trip (deductible does not apply)
Doctor's Office Visits	<input checked="" type="checkbox"/> X <input type="checkbox"/> N	\$	\$20 per visit (deductible does not apply)
Emergency Care	<input checked="" type="checkbox"/> X <input type="checkbox"/> N	\$	20% coinsurance after deductible
Home Health Care	<input checked="" type="checkbox"/> X <input type="checkbox"/> N	\$	No charge up to 100 visits per year
Hospice Care	<input checked="" type="checkbox"/> X <input type="checkbox"/> N	\$	No charge (deductible does not apply)
Hospital Care	<input checked="" type="checkbox"/> X <input type="checkbox"/> N	\$	20% coinsurance after deductible
Immunizations	<input checked="" type="checkbox"/> X <input type="checkbox"/> N	\$	No charge (deductible does not apply)
Maternity	<input checked="" type="checkbox"/> X <input type="checkbox"/> N	\$	20% coinsurance after deductible
Mental Health	<input checked="" type="checkbox"/> X <input type="checkbox"/> N	\$	\$20 per visit (deductible does not apply)
Mental Health In-Patient Coverage	<input checked="" type="checkbox"/> X <input type="checkbox"/> N	\$	20% coinsurance after deductible

LW-7 – PROPOSER'S MEDICAL PLAN COVERAGE (continued)

ShelterClean Services, Inc..

ITEMS	DOES THE PLAN COVER? (YES) (NO)	WHAT DOES THE PROPOSER OR PROPOSER'S PLAN PAY?	LIST ANY CO-PAYMENTS AND/OR COMMENTS
Mental Health Out-Patient Coverage	Y X N	\$	\$20 per visit (deductible does not apply)
Physical Therapy	Y X N	\$	\$20 per visit (deductible does not apply)
Prescription Drugs	Y X N	\$	\$10/\$30
Routine Eye Examinations	Y X N	\$	No charge
Skilled Nursing Facility	Y X N	\$	20% coinsurance after deductible
Surgery	Y X X N	\$	20% coinsurance after deductible
X-Ray and Laboratory	Y X N	\$	\$10 per encounter (deductible does not apply)

Under this health plan, a full time employee:

- Becomes eligible for health insurance coverage after 90 days of employment.
- Is defined as an employee who is employed more than 30 hours per week.

OTHER BENEFITS:

- A. NUMBER OF PAID SICK DAYS EARNED IN THE FIRST YEAR OF EMPLOYMENT IS 4 DAYS.
- B. NUMBER OF PAID SICK DAYS EARNED IN THE SECOND YEAR OF EMPLOYMENT IS 4 DAYS.
- C. NUMBER OF PAID VACATION DAYS EARNED IN THE FIRST YEAR OF EMPLOYMENT IS 7 DAYS.
- D. NUMBER OF PAID VACATION DAYS EARNED IN THE SECOND YEAR OF EMPLOYMENT IS 7* DAYS.
- E. NUMBER OF PAID HOLIDAYS PER YEAR IS 8 DAYS.

*Employees hired before 1/1/2012 are all eligible for 10 days of vacation per year.

Benefit Summary

227527 Shelter Clean Services, Inc.

Principal Benefits for Kaiser Permanente Deductible HMO Plan (7/1/12—6/30/13)

The Services described below are covered only if all of the following conditions are satisfied:

- The Services are Medically Necessary
- The Services are provided, prescribed, authorized, or directed by a Plan Physician and you receive the Services from Plan Providers inside our Southern California Region Service Area (your Home Region), except where specifically noted to the contrary in the *Evidence of Coverage (EOC)* for authorized referrals, hospice care, Emergency Services, Post-Stabilization Care, Out-of-Area Urgent Care, and emergency ambulance Services

Health Plan believes this coverage is a "grandfathered health plan" under the Patient Protection and Affordable Care Act. If you have questions about grandfathered health plans, please call our Member Service Call Center.

Annual Out-of-Pocket Maximum for Certain Services

For Services subject to the maximum, you will not pay any more Cost Sharing during a calendar year if the Copayments and Coinsurance you pay for those Services, plus all your Deductible payments, add up to one of the following amounts:

For self-only enrollment (a Family of one Member)	\$3,000 per calendar year
For any one Member in a Family of two or more Members	\$3,000 per calendar year
For an entire Family of two or more Members	\$6,000 per calendar year

Deductible for Certain Services

For Services subject to the Deductible, you must pay Charges for Services you receive in a calendar year until you reach one of the following Deductible amounts:

For self-only enrollment (a Family of one Member)	\$1,000 per calendar year
For any one Member in a Family of two or more Members	\$1,000 per calendar year
For an entire Family of two or more Members	\$2,000 per calendar year

Lifetime Maximum

None

Professional Services (Plan Provider office visits)

You Pay

Most primary and specialty care consultations, exams, and treatment	\$20 per visit (Deductible doesn't apply)
Routine physical maintenance exams	No charge (Deductible doesn't apply)
Well-child preventive exams (through age 23 months)	No charge (Deductible doesn't apply)
Family planning counseling	No charge (Deductible doesn't apply)
Scheduled prenatal care exams and first postpartum follow-up consultation and exam....	No charge (Deductible doesn't apply)
Eye exams for refraction	No charge (Deductible doesn't apply)
Hearing exams	No charge (Deductible doesn't apply)
Urgent care consultations, exams, and treatment	\$20 per visit (Deductible doesn't apply)
Physical, occupational, and speech therapy	\$20 per visit (Deductible doesn't apply)

Outpatient Services

You Pay

Outpatient surgery and certain other outpatient procedures	20% Coinsurance after Deductible
Allergy injections (including allergy serum)	No charge (Deductible doesn't apply)
Most immunizations (including the vaccine)	No charge (Deductible doesn't apply)
Most X-rays and laboratory tests	\$10 per encounter (Deductible doesn't apply)
Preventive X-rays, screenings, and laboratory tests as described in the <i>EOC</i>	No charge (Deductible doesn't apply)
MRI, most CT, and PET scans	\$50 per procedure (Deductible doesn't apply)
Health education:	
Covered individual health education counseling	No charge (Deductible doesn't apply)
Covered health education programs	No charge (Deductible doesn't apply)

Hospitalization Services

You Pay

Room and board, surgery, anesthesia, X-rays, laboratory tests, and drugs	20% Coinsurance after Deductible
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Emergency Health Coverage

You Pay

Emergency Department visits	20% Coinsurance after Deductible
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Ambulance Services

You Pay

Ambulance Services	\$150 per trip (Deductible doesn't apply)
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Benefit Summary

(continued)

Prescription Drug Coverage	You Pay
Covered outpatient items in accord with our drug formulary guidelines:	
Most generic items at a Plan Pharmacy	\$10 for up to a 30-day supply, \$20 for a 31- to 60-day supply, or \$30 for a 61- to 100-day supply (Deductible doesn't apply)
Most generic refills through our mail-order service	\$10 for up to a 30-day supply or \$20 for a 31- to 100-day supply (Deductible doesn't apply)
Most brand-name items at a Plan Pharmacy	\$30 for up to a 30-day supply, \$60 for a 31- to 60-day supply, or \$90 for a 61- to 100-day supply (Deductible doesn't apply)
Most brand-name refills through our mail-order service	\$30 for up to a 30-day supply or \$60 for a 31- to 100-day supply (Deductible doesn't apply)
Durable Medical Equipment	You Pay
Most covered durable medical equipment for home use in accord with our durable medical equipment formulary guidelines	20% Coinsurance (Deductible doesn't apply)
Mental Health Services	You Pay
Inpatient psychiatric hospitalization	20% Coinsurance after Deductible
Individual outpatient mental health evaluation and treatment	\$20 per visit (Deductible doesn't apply)
Group outpatient mental health treatment	\$10 per visit (Deductible doesn't apply)
Chemical Dependency Services	You Pay
Inpatient detoxification	20% Coinsurance after Deductible
Individual outpatient chemical dependency evaluation and treatment	\$20 per visit (Deductible doesn't apply)
Group outpatient chemical dependency treatment	\$5 per visit (Deductible doesn't apply)
Home Health Services	You Pay
Home health care (up to 100 visits per calendar year)	No charge (Deductible doesn't apply)
Other	You Pay
Skilled nursing facility care (up to 100 days per benefit period)	20% Coinsurance (Deductible doesn't apply)
Covered external prosthetic devices, orthotic devices, and ostomy and urological supplies	No charge (Deductible doesn't apply)
All Services related to covered infertility treatment	50% Coinsurance (Deductible doesn't apply)
Hospice care	No charge (Deductible doesn't apply)

This is a summary of the most frequently asked-about benefits. This chart does not explain benefits, Cost Sharing, out-of-pocket maximums, exclusions, or limitations, nor does it list all benefits and Cost Sharing. For a complete explanation, please refer to the *EOC*. Please note that we provide all benefits required by law (for example, diabetes testing supplies).

Record Keeping

1. TRACKING HOURS WORKED

1.1. How does the Proposer track employee hours actually worked?

SCSI- Employee's hours are tracked with an electronic biometric hand reader type time clock near the entry door of each facility. This time clock works in conjunction with an automated payroll software system.

1.2. Where do firm's employees report to work at the beginning of their shift? At the work location or a central site with travel to the worksite?

SCSI-ShelterCLEAN Services, Inc. employees report to work at one of two company offices that they are permanently assigned to, either Sun Valley or Signal Hill.

1.3. If the latter is firm's practice/process, when does the firm consider the employees' shift to have started? At a central site or upon arrival at the work location?

SCSI-ShelterCLEAN Services, Inc. employees shift starts at the office to which they are assigned.

2. REPORTING TIME

How does firm know employees actually reported to work and at what time? For example, sign-in sheets, computerized check in, call-in system, or some other method.

SCSI-Each location is equipped with an electronic biometric hand reader type time clock near the entry door.

Each employee is responsible for time punch on arrival and shift end departure.

Supervisors are available to make corrections if an employee forgets to punch in and/or out. There is a company generated dated sheet at the hand reader time clock to record all exceptions to the time record(s). Supervisors also hand out the day's assignment and any necessary supplies.

* Time System Exception Sheet attached*

3. RECORDS OF ACTUAL TIME WORKED

3.1. What records are created to document the beginning and ending times of employee's actual work shifts?

SCSI-ShelterCLEAN Services, Inc. utilizes an electronic biometric hand reader style time clock to document employee shift start and shift end times.

3.2. What records are maintained by the firm of actual time worked?

SCSI-Each employee is assigned a unique identification number that they enter into the hand reader prior to hand placement on the unit to record time in and time out. The information is electronically collected and posted to time sheets that are part of the computer software.

3.3. Are the records maintained daily or at another interval (indicate the interval)?

SCSI-Time is electronically posted each day and timesheets generate one week at a time based on company's pay week.

3.4. Who creates these records (e.g., employee, supervisor, or office staff)?

SCSI-The employees create the original timesheet documents by time in and time out recording.

3.5. Who checks the records and what are they checking for?

SCSI-The timesheets are edited by payroll department for accuracy. The payroll department must manually record exceptions such as vacation hours, sick time hours, and holiday hours and/or time in and/or out if the employee forgot to record their shift start and/or shift end.

3.6. What happens to these records?

SCSI-The computer software maintains the records for two years and then the data is downloaded to an external back up device held by the user.

3.7. Are they used as a source document to create firm's payroll?

SCSI-When the timesheets are complete and each employee's time is accounted for, the timesheet record is electronically transferred to the corporate payroll department for check generation and direct deposits.

3.8. ATTACH ACTUAL COPIES OF THESE RECORDS

SCSI-A copy of a time record and check with stub is attached.

4. OTHER RECORDS USED TO CREATE PAYROLL

4.1. If the records of actual time worked are not used to create payroll, what is the source document that is used?

SCSI-N/A-This is not applicable due to the fact that our records are the source documents for payroll.

4.2. Who prepares and who checks the source document?

SCSI-N/A-This is not applicable due to the fact that our records are the source documents for payroll.

4.3. Does the employee sign it?

SCSI-N/A-This is not applicable due to the fact that our records are the source documents for payroll.

4.4. Who approves the source document, and what do they compare it with prior to approving the source document?

SCSI-N/A-This is not applicable due to the fact that our records are the source documents for payroll.

5. BREAKS

5.1. How does the firm know that employees take mandated breaks and meal breaks (periods)?

SCSI- ShelterCLEAN Services, Inc. Company Policy and Employee Handbook both remark on the importance of breaks and the meal break during the course of a shift. Because most all our employees drive for their job, ShelterCLEAN Services, Inc. operates on the honor system by which we expect each employee to abide by the rules of our Company policies.

5.2. Does the firm maintain any written supporting documentation to validate that the breaks actually occurred?

SCSI- A shift schedule is distributed by the Manager that indicates the approximate time for breaks and meal break for each shift. Each employee is requested to notify the office via the vehicle's two-way radio system that they are taking their meal break. Employee's route assignment sheet has a section for daily time recording, including break times, which the employee is to fill out during the course of their shift. The employee prepares the shift schedule/route sheet document daily.

5.3. If so, who prepares, reviews, and approves such documentation?

SCSI- The operations department checks the document primarily to ascertain maintenance issues that need to be addressed. The short break times and lunch break times are not specifically audited.

6. HOW PAYROLL IS PREPARED

6.1. Discuss how the Proposer's payroll is prepared and how the Proposer ensures that employee wages are appropriately paid

SCSI-ShelterCLEAN Services, Inc. utilizes the Corporate payroll department to generate payroll checks and conduct direct deposit functions based on the employee's request of pay type. Electronic download of biometric time recorded by employees based on their unique identification number to a weekly timesheet that posts by calendar date.

Daily hours worked are posted and listed by straight time, overtime, vacation, sick/personal and audited by internal payroll department for each employee. The only exception is to salaried managers that do not record their time on the electronic system.

A summary sheet is generated to re-verify all hours have posted properly prior to electronic transfer of hours data to the payroll service. After verification of data, the file is electronically transferred to payroll service. The payroll department verifies data received and creates a file that

shows the proposed payroll by each employee. After re-verification of data by internal payroll department, an acceptance code is transmitted to the payroll service to authorize the payroll generation.

6.2. How are employees paid (e.g., manually issued check, cash, automated check, or combination of methods)?

SCSI-Payroll checks and Direct Deposit vouchers are generated by the payroll department and distributed at the location to which the employee is permanently assigned. Each payroll check has a stub. If the employee has requested direct deposit, the voucher is distributed with a check stub that has identical information to an actual net check issued, i.e. pay rate(s) hours, etc.

6.3. If by check, do they receive a single check for straight time and overtime or are separate payments made?

SCSI-Payroll checks include all earnings for the period combining straight time and overtime. The automated overtime categories calculate overtime at 1.5 times base hour rate and double time is calculated at 2 times base hour rate.

6.4. What information is provided on the check (e.g., deductions for taxes, etc.)?

SCSI-A check shows employee name and address and net amount on a preprinted check. The stub shows current and year to date earnings and all deductions by titled category.

6.5. ATTACH A COPY OF A PAYCHECK AND PAYCHECK STUB THAT SHOWS DEDUCTION CATEGORIES

SCSI-A copy of a payroll direct deposit voucher with payroll check stubs are attached to illustrate the earnings and deduction information provided to each employee.

7. MANUAL PAYROLL SYSTEM

7.1. If the Proposer uses a manual payroll system, describe the steps the person preparing the payroll takes to create a check, starting from the source document through the issuance of a check.

7.2. If the employee has multiple wage rates (i.e., County's Living Wage rate for County work and the firm's standard rate for other non-County work), how does the person preparing the payroll calculate total wages paid?

SCSI-ShelterCLEAN Services, Inc. does not manually generate payroll.

8. AUTOMATED PAYROLL SYSTEM

8.1. If the Proposer uses an automated payroll system or contracts for such automated payroll services to an outside firm, describe the steps taken to prepare the payroll.

SCSI-ShelterCLEAN Services, Inc. Corporate payroll department uses computerized payroll software that compliments the electronic time keeping system each employee uses to record their work hours.

The steps taken to create a payroll are as follows:

- o Electronic download of biometric time recorded by employees based on their unique identification number to a weekly timesheet that posts by calendar date.
- o Daily hours worked are posted and listed by straight time, overtime, vacation, sick/personal and audited by internal payroll department for each employee. The only exception is to salaried managers that do not record their time on the electronic system.
- o A summary sheet is generated to re-verify all hours have posted properly prior to electronic transfer of hours data to the payroll service. After verification of data, the file is electronically transferred to payroll service. The payroll department software verifies data received and creates a file that shows the proposed payroll by each employee. After re-verification of data by internal payroll department, an acceptance code is transmitted to the payroll service to authorize the payroll generation.

8.2. If the employee has multiple wage rates (i.e., County's Living Wage rate for County work and the firm's standard rate for other non-County work), how does the automated payroll system calculate total wages paid?

Is the calculation embedded in the software program or does someone have to override the system to perform the calculation?

SCSI-ShelterCLEAN Services, Inc. does not impose multiple wage rates. ShelterCLEAN Services, Inc. does not distinguish non-county contract work versus county contract work for purposes of determining hourly wage rate. Employees paid the L.A. County living wage earn that same hourly wage rate for all work performed.

9. TRAVEL TIME

9.1. How is travel time during an employee's shift paid?

SCSI-N/A-ShelterCLEAN Services, Inc. does not separate travel time during an employee's shift.

ShelterCLEAN Services, Inc. employees are considered 'on the clock' daily from the shift start time at their assigned company office until they time stamp at the end of shift.

9.2. At what rate is such travel time paid if the employee has multiple wage rates?

SCSI-ShelterCLEAN Services, Inc. does not impose multiple wage rates

9.3. Discuss how the firm calculates the day's wages for each situation described in the following two examples:

1) During a single shift, an employee works three hours at a work location under a County Living Wage contract, then travels an hour to another work location to work four hours, where they are paid at a different rate than the County's Living Wage rate, and

SCSI-N/A. -ShelterCLEAN Services, Inc. does not separate travel time during an employee's shift.

ShelterCLEAN Services, Inc. employees are considered 'on the clock' daily from the shift start time at their assigned company office until they time stamp at the end of shift.

2) During a single shift, an employee works three hours at a work location under a County Living Wage contract, then travels an hour to another work location to work four hours, where they are also paid the County's Living Wage rate.

SCSI-N/A.-ShelterCLEAN Services, Inc. does not separate travel time during an employee's shift.

ShelterCLEAN Services, Inc. employees are considered 'on the clock' daily from the shift start time at their assigned company office until they time stamp at the end of shift.

10. OVERTIME

10.1. How does the firm calculate overtime wages?

SCSI-ShelterCLEAN Services, Inc. adheres to the State of California labor law requiring overtime be calculated at one and a half (1.5) times the base hour rate on hours worked in excess of eight (8) in a day and at two (2) times the base rate on hours worked in excess of twelve (12) in a day.

10.2. What if the employee has multiple wage rates?

SCSI-ShelterCLEAN Services, Inc. does not have multiple wage rates.

DATED: 1/21/12

PROPOSER'S SIGNATURE: 

Employee	Type	Earnings	Hours	Rate	Hours	Rate	YTD Amount	YTD Amount	Deduction	Type	YTD Amount	YTD Amount
	001	Regular Pay	80.00	11.8400	947.20	19,746.24	1,213.60	22,015.00	Gross Wages	**	1,213.60	22,015.00
	101	Overtime 1.5	15.00	17.7600	266.40	1,189.44		2,107.33	FED Income T	**	50.97	2,107.33
	310	Vacation Lv				94.72		3,045.58	FED FICA w/h	**	17.80	3,045.58
	351	Jury Duty				456.00		3,501.58	FED Medicare	**	25.28	3,501.58
	1810	Holiday St				352.00		3,853.58	CA State Inc	**	14.56	3,853.58
	1813	Sup. Benefits				125.40		4,005.65	CA SDI-Emplo	**	239.39	4,005.65
	***	Total:	95.00		1,213.60	22,015.00		21,537.60	Total Ded's	***	239.39	21,537.60

Route:	Ck Cntrl #:	Auto Deposit	Ck #	428614	Net Pay **	974.21	Ck Dt	11/07/12
001	Regular Pay	947.20	21,357.52	**	Gross Wages	974.21	11/07/12	
101	Overtime 1.5	266.40	1,018.40	**	FED Income T	51.59	11/07/12	
181	Prior OT 1.5		106.56	**	FED FICA w/h	17.81	11/07/12	
300	Sick Pay		101.84	**	FED Medicare	5.83	11/07/12	
310	Vacation Lv		491.60	**	CA State Inc	14.74	11/07/12	
400	Holiday St		352.00	**	CA SDI-Emplo		11/07/12	
1810	Sup. Benefits		23.93	**	Total Ded's	152.43	11/07/12	
1813	Sup. Bene. OT		22,511.02	**			11/07/12	
***	Total:	1,228.45	22,886.95	**			11/07/12	

Route:	Ck Cntrl #:	Auto Deposit	Ck #	428615	Net Pay **	1,076.02	Ck Dt	11/07/12
001	Regular Pay	947.20	19,746.24	**	Gross Wages	1,076.02	11/07/12	
101	Overtime 1.5	266.40	1,018.40	**	FED Income T	51.59	11/07/12	
181	Prior OT 1.5		106.56	**	FED FICA w/h	17.81	11/07/12	
300	Sick Pay		101.84	**	FED Medicare	5.83	11/07/12	
351	Jury Duty		456.00	**	CA State Inc	14.74	11/07/12	
400	Holiday St		352.00	**	CA SDI-Emplo		11/07/12	
1810	Sup. Benefits		23.93	**	Total Ded's	152.43	11/07/12	
1813	Sup. Bene. OT		22,886.95	**			11/07/12	
***	Total:	1,053.76	23,293.72	**			11/07/12	

Route:	Ck Cntrl #:	Auto Deposit	Ck #	428616	Net Pay **	830.43	Ck Dt	11/07/12
001	Regular Pay	852.48	18,704.32	**	Gross Wages	830.43	11/07/12	
180	Prior S/T		221.52	**	FED Income T	39.79	11/07/12	
300	Sick Pay		378.88	**	FED FICA w/h	13.73	11/07/12	
310	Vacation Lv		757.76	**	FED Medicare	11.46	11/07/12	
400	Holiday St		456.00	**	CA State Inc	11.37	11/07/12	
1810	Sup. Benefits		352.00	**	CA SDI-Emplo		11/07/12	
1813	Sup. Bene. OT		40.43	**	Total Ded's	139.92	11/07/12	
***	Total:	947.20	21,005.65	**			11/07/12	

Code Name

78003

*** This employee has missing punches in the selected date range. ***

	DATE	DAY	CTGY.	START	STOP	HOURS	REG	OT1	OT2	OT3	UNPAID	TOTAL	DOLLARS
	10/22/2012	MON	WORK	5:55a IG	5:03p OL	11.00	8.00	2.50			0.50	11.00	
	10/23/2012	TUE	WORK	5:55a IG	2:30p OG	8.50	8.00				0.50	8.50	
	10/24/2012	WED	WORK	5:55a IG	5:01p OL	11.00	8.00	2.50			0.50	11.00	
	10/25/2012	THU	WORK	5:55a IG	2:31p OR	8.50	8.00				0.50	8.50	
	10/26/2012	FRI	WORK	5:55a IG	5:06p OL	11.00	8.00	2.50			0.50	11.00	
ABSENT	10/27/2012	SAT		6:00a	2:30p		0.00					0.00	
	10/29/2012	MON	WORK	5:55a IG	5:01p OL	11.00	8.00	2.50			0.50	11.00	
	10/30/2012	TUE	WORK	5:55a IG	2:30p OG	8.50	8.00				0.50	8.50	
	10/31/2012	WED	WORK	5:55a IG	5:00p OL	11.00	8.00	2.50			0.50	11.00	
	11/01/2012	THU	WORK	5:55a IG	2:30p OG	8.50	8.00				0.50	8.50	
	11/02/2012	FRI	WORK	5:55a IG	5:00p OL	11.00	8.00	2.50			0.50	11.00	
ABSENT	11/03/2012	SAT		6:00a	2:30p		0.00					0.00	
EMPLOYEE TOTALS							80.00	15.00	0.00	0.00	5.00	100.00	0.00

EMPLOYEE

SUPERVISOR

Code Name

78005

	DATE	DAY	CTGY.	START	STOP	HOURS	REG	OT1	OT2	OT3	UNPAID	TOTAL	DOLLARS
	10/22/2012	MON	WORK	5:52a	5:06p OL	11.25	8.00	2.75			0.50	11.25	
	10/23/2012	TUE	WORK	5:55a IG	2:31p OR	8.50	8.00				0.50	8.50	
	10/24/2012	WED	WORK	5:55a IG	5:01p OL	11.00	8.00	2.50			0.50	11.00	
	10/25/2012	THU	WORK	5:55a IG	2:32p OR	8.50	8.00				0.50	8.50	
	10/26/2012	FRI	WORK	5:56a IG	5:03p OL	11.00	8.00	2.50			0.50	11.00	
	10/29/2012	MON	WORK	5:55a IG	5:00p OL	11.00	8.00	2.50			0.50	11.00	
	10/30/2012	TUE	WORK	5:55a IG	2:31p OR	8.50	8.00				0.50	8.50	
	10/31/2012	WED	WORK	5:56a IG	2:32p OR	8.50	8.00				0.50	8.50	
	11/01/2012	THU	WORK	5:56a IG	3:17p OL	9.25	8.00	0.75			0.50	9.25	
	11/02/2012	FRI	WORK	5:55a IG	2:30p OG	8.50	8.00				0.50	8.50	
EMPLOYEE TOTALS							80.00	11.00	0.00	0.00	5.00	96.00	0.00

EMPLOYEE

SUPERVISOR

Code Name

78018

	DATE	DAY	CTGY.	START	STOP	HOURS	REG	OT1	OT2	OT3	UNPAID	TOTAL	DOLLARS
	10/22/2012	MON	WORK	5:56a IG	2:30p OG	8.50	8.00				0.50	8.50	
	10/23/2012	TUE	WORK	5:56a IG	2:30p OG	8.50	8.00				0.50	8.50	
	10/24/2012	WED	WORK	5:56a IG	2:30p OG	8.50	8.00				0.50	8.50	
	10/25/2012	THU	VAC	5:58p		8.00	8.00					8.00	
	10/26/2012	FRI	WORK	5:55a IG	2:30p OG	8.50	8.00				0.50	8.50	
	10/29/2012	MON	WORK	5:55a IG	2:30p OG	8.50	8.00				0.50	8.50	
	10/30/2012	TUE	WORK	5:55a IG	2:30p OG	8.50	8.00				0.50	8.50	
	10/31/2012	WED	WORK	5:57a IG	2:30p OG	8.50	8.00				0.50	8.50	
	11/01/2012	THU	WORK	5:56a IG	2:30p OG	8.50	8.00				0.50	8.50	
	11/02/2012	FRI	WORK	5:56a IG	2:30p OG	8.50	8.00				0.50	8.50	

Code	Name												
78018	(Continued)												
	DATE	DAY	CTGY.	START	STOP	HOURS	REG	OT1	OT2	OT3	UNPAID	TOTAL	DOLLARS
EMPLOYEE TOTALS							80.00	0.00	0.00	0.00	4.50	84.50	0.00

EMPLOYEE						SUPERVISOR							
Code	Name												
78081													
	DATE	DAY	CTGY.	START	STOP	HOURS	REG	OT1	OT2	OT3	UNPAID	TOTAL	DOLLARS
10/22/2012	MON	WORK	5:55a IG	3:30p OL	9.50	8.00	1.00				0.50	9.50	
10/23/2012	TUE	WORK	5:55a IG	2:30p OG	8.50	8.00					0.50	8.50	
10/24/2012	WED	WORK	5:55a IG	3:30p OL	9.50	8.00	1.00				0.50	9.50	
10/25/2012	THU	WORK	5:55a IG	2:30p OG	8.50	8.00					0.50	8.50	
10/26/2012	FRI	WORK	5:55a IG	3:30p OL	9.50	8.00	1.00				0.50	9.50	
10/29/2012	MON	WORK	5:55a IG	3:30p OL	9.50	8.00	1.00				0.50	9.50	
10/30/2012	TUE	WORK	5:55a IG	2:30p OG	8.50	8.00					0.50	8.50	
10/31/2012	WED	WORK	5:55a IG	3:30p OL	9.50	8.00	1.00				0.50	9.50	
11/01/2012	THU	WORK	5:55a IG	2:30p OG	8.50	8.00					0.50	8.50	
11/02/2012	FRI	WORK	5:55a IG	3:30p OL	9.50	8.00	1.00				0.50	9.50	
EMPLOYEE TOTALS							80.00	6.00	0.00	0.00	5.00	91.00	0.00

EMPLOYEE

SUPERVISOR

Bid Detail Information

Bid Number : PW-ASD 872
Bid Title : Maintenance Program for Nonadvertising Bus Stop Amenities - North County
Bid Type : Service
Department : Public Works
Commodity : SHELTERS, BUS WAITING
Open Date : 10/22/2012
Closing Date : 11/19/2012 5:30 PM
Bid Amount : \$ 274,000
Bid Download : Not Available
Bid Description : PLEASE TAKE NOTICE that Public Works requests proposals for the contract for Maintenance Program for Nonadvertising Bus Stop Amenities – North County (2012 PA046). The total annual contract amount of this service is estimated to be \$274,000. The Request for Proposals (RFP) with contract specifications, forms, and instructions for preparing and submitting proposals may be accessed at <http://dpw.lacounty.gov/asd/contracts> or may be requested from Ms. Stephanie Hung at (626) 458 4169, shung@dpw.lacounty.gov, Monday through Thursday, 7 a.m. to 5 p.m.

PLEASE CHECK THE WEBSITE FREQUENTLY FOR ANY CHANGES TO THIS SOLICITATION. ALL ADDENDA AND INFORMATIONAL UPDATES WILL BE POSTED AT <http://dpw.lacounty.gov/asd/contracts>.

Minimum Requirement(s): Proposers must meet all minimum requirements set forth in the RFP document at the time of proposal submission including, but not limited to:

1. The Proposer or its managing employee must have a minimum of five years of experience performing the similar type of services solicited.
2. Proposer and/or Subcontractor(s), if any, must have one of the following:
 - A valid and active State of California General Engineering Contractor's License Class A
 - A valid and active State of California General Building Contractor Class B
 - A valid and active State of California Limited Specialty Classification C-61 (D34) Prefabricated Equipment Contractor's License
3. Proposer must possess the required valid Waste Collector Permit naming the Proposer as the permittee or a copy of the application for a Waste Collector Permit naming the Proposer as the permittee issued by the County Department of Public Health at the time of proposal submission. (Proposer only – no subcontractors allowed to meet this requirement)

A Proposers' Conference will be held on Monday, November 5, 2012, at 10 a .m. at Public Works Headquarters, 900 South Fremont Avenue, Alhambra, California 91803, in the Alhambra Room. ATTENDANCE BY THE PROPOSER OR AN AUTHORIZED REPRESENTATIVE AT THE CONFERENCE IS MANDATORY. Public Works will reject proposals from those whose attendance at the conference cannot be verified. Attendees should be prepared to ask questions at that time about the specifications, proposal requirements, and contract terms. After the conference, Proposers must submit questions in writing and request information for this solicitation within three business days from the date of the conference. After the third business day, it may be impossible to respond to further requests for information.

The deadline to submit proposals is Monday, November 19, 2012, at 5:30 p.m. Please direct your questions to Ms. Hung at (626) 458-4169.

Contact Name : Stephanie Hung
Contact Phone# : (626) 458-4169
Contact Email : shung@dpw.lacounty.gov
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